

**ORGANIZATIONAL AND OPERATIONAL RULES**

**OF**

**SEMMELWEIS UNIVERSITY**

**CHAPTER III**

**Educational Requirements for PhD Students**

**Chapter III**

**PART III.3.**

**DOCTORAL REGULATION [[1]](#footnote-2)**

**BUDAPEST**

**2023.**

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### Preambulum

The scope of this Doctoral Regulation shall apply to training, to students, teachers, researchers and other collaborators involved in PhD training and the acquisition of PhD degrees, as well as to the naturalisation of academic degrees obtained abroad and the award of honorary doctorates.

Semmelweis University (hereinafter: University) conducts organized PhD training in the fields of sciences approved by the Hungarian Accreditation Committee for Higher Education (hereinafter: MAB) – medical and health sciences, social sciences and natural sciences – and within this framework or with individual preparation, it awards PhD degrees as the highest university qualification. In this way, the University recognizes and certifies that the holder of a PhD degree is capable of conducting independent research and of pursuing high-quality cultivation of a specific scientific discipline/field of science/research area by enriching it with new results.

The University Doctoral Council (hereinafter referred to as the UDC) or its President shall be consulted prior to any university decision affecting or having a significant influence on the whole of PhD training and PhD degree acquisition.

### 1. PhD Training

##### 1. § [PhD Training]

The purpose of the PhD training is to quality professionals who are highly competent by international standards, who have the knowledge and experience to achieve excellence in science, and who demonstrate this in their PhD theses and defence.

##### § 2 [Forms of PhD training]

1. A student under training (doctoral student) can be
	1. supported by a Hungarian state scholarship (full-time),
	2. self-financed (full-time or correspondence), and
	3. supported by other scholarships who are obliged to pay own costs.
2. Doctoral studies may also be attended by persons who are preparing for the award of a PhD as individual candidates. A person who prepares for a PhD degree as an individual candidate does not participate in the study and research phase, and enters doctoral studies by passing the complex examination, but is obliged to fulfil the requirements for admission and that of PhD training. Individually preparing students are obligated to pay self-subsidy for the participation in the degree acquisition process, the amount of which is equal to the self-financing paid by students participating in self-financing PhD training.

##### 3. § [Admission to PhD Training]

1. The University Doctoral Council (UDC) annually announces the conditions for admission to organised PhD training in an official information bulletin provided by the Educational Authority; the announcement is published on the Homepage of the PhD training.
2. PhD studies are open to holders of a university degree (master's degree (MSc) in the case of a bicyclical system of higher education) and to students enrolled in the final year of medical, dental, pharmaceutical and other master's level courses who are not more than 6 months before the expected graduation date. Even in the case of a successful PhD entrance exam, enrolment in the Doctoral School (DI) is only possible after the graduation of the university degree qualifying for PhD training. Pursuant to Paragraph 53 (3) of the National Higher Education Act (NHEA), as of 1 January 2022, the PhD student legal status may be established by individual preparation and passing the PhD complex examination while participating in an undergraduate university specialisation such as general medicine, veterinary medicine, dentistry or pharmacy. Thus, the postgraduate credits acquired during the period of the Master’s program are credited during the complex exam based on the provisions of the Doctoral Regulation of the institution of higher education.

2a) Contrary to the provisions of the National Higher Education Act (Nftv.) included in the second paragraph of § 40 (6a), an applicant with exceptional talent possessing a degree and professional qualification obtained in a bachelor's program can also be admitted to PhD training in parallel with the master's program. The condition for this is a successful interview and proof that the applicant has outstanding academic, scientific and language skills.

1. The possibility, conditions, and method of applying for PhD training and the admission procedure fee are decided by the UDC and announced by the Doctoral Office (Annexes III.3.-5). The amount of the processing fee per application may not exceed the amount specified by the relevant legislation.
2. For admission, the current supervisors/research topics will be sent by the Council of the Doctoral Division to the President of the University Doctoral Council (UDC) by the first Friday of April.
3. Applications for admission may be made on the basis of the information provided in the call for recruitment. Information for applying is available on the website of PhD training. The list and material of the applicants will be sent by the Doctoral Office to the heads of divisions by the end of the 5th working day following the deadline for applications for admission.
4. Only one advertised research topic can be applied for during a recruitment period, indicating the supervisor and research topic. If the applicant does not wish to choose a supervisor and topic in the first semester, the head of the division will be the student's supervisor in the first semester. Enrolment for the second semester is possible only with the indication of a supervisor and research topic approved by the University Doctoral Council (UDC).
5. The head of the doctoral division organizes the entrance examination - including the notification of applicants – together with the members of the Doctoral Division Council. The committee consists of at least 3 professionals. The examination committee evaluates the performance of the applicants and ranks them accordingly. Minutes of the entrance examination are prepared, which the head of the division sends to the Doctoral Office to the UDC president within 3 days after the entrance examination, together with the ranked list of those recommended for admission and the list of rejected applicants and their admission scores. In the case of those proposed for admission, the ranked list represents the order of support.
6. During the admission process, the assessment is based on the applicant's (a) previous results, and (b) knowledge and aptitude detected during the entrance examination. The following are an advantage: experience gained in scientific work, presentations, publications, a good research work plan, high-level knowledge of a foreign language necessary for professional work, and outstanding academic results.
7. The minimum conditions for admission shall be:
8. Knowledge of the English language necessary for the cultivation of the scientific discipline. Language proficiency must be certified by a complex language exam of at least intermediate level or by a document certifying at least intermediate English language proficiency by the Institute of Languages for Special Purposes, or by a declaration issued by the supervisor or consultant.
9. Certified payment of the application fee.
10. Based on the recommendation of the entrance examination committees of each division (rank), admission decisions are made by UDC taking into account the performance of applicants (ranking) and the number of students who can be admitted, as well as the maximum number of students eligible for admission to PhD training, as well as the number of students eligible for admission to PhD training supported by the Hungarian state scholarship. Any deviation from the ranking shall be justified by the UDC. Occasionally, supplementary admission may be advertised. Appeals against this decision may be lodged with the University's Complaints Committee in accordance with Part III.7 of the Organizational and Operational Rules as set out in the rules of appeal.
11. The University may also admit PhD students for self-financed training, whose applications will be evaluated on the basis of the same requirements as others.
12. Admission decisions must be communicated to the student in writing.
13. Student places can only be filled by successful participants in the entrance examination announced centrally by the University Doctoral School**.** The entrance examination takes place at leasttwice a year.
14. The possibility of cross-semester admission must be advertised on the homepage of the PhD training. After the entrance examination and the decision on admission, the PhD student begins his studies in the second semester of the given academic year. The recruitment procedures are the same as those followed in the general recruitment process.
15. For those who are unable to attend the officially announced entrance examination for verifiable reasons (e.g. illness, stay abroad), the division may organise a separate entrance examination as specified in the Admission Announcement. The result of this is acceptable and the applicant can be taken into account when allocating Hungarian state scholarship admission places if the supplementary admission takes place before the meeting of the University Doctoral Council (UDC) convened on the allocation of admission places and if the admission scores are available to UDC during the decision.
16. Admission scores obtained in previous years can be used for admission within three years without taking another entrance exam. In this case, the old scores will be taken into account according to the admission ranking established in the current year.
17. If a student admitted to a Hungarian state scholarship place changes his/her intention before enrolment and does not enroll, the place thus freed up shall be offered to the next candidate in the admission ranking of the division – provided that he/she has reached the minimum required score.
18. In the event of cancellation of Hungarian state scholarship places during the year and during the course of PhD training – termination of student status – the vacant places may be filled primarily by self-financed students of the Doctoral Division. In exceptional cases, candidates who have passed the entrance exam but were rejected due to lack of places may also be selected taking into account the admission ranking and the score achieved. A person who has not taken part in the entrance examination announced for scholarship students or has not reached the minimum score specified in the given year may not participate in a Hungarian state scholarship PhD training.
19. The Doctoral Division may fill the vacancy with a person meeting the above criteria within two months of the release of the Hungarian state scholarship place. If no suitable person is proposed within this period, the entitlement to the scholarship place reverts to the president of the UDC, who decides taking into account the needs of the other divisions.
20. During the annual distribution of Hungarian state scholarship places, the number of places freed up and reallocated during the year and the resulting inequalities cannot be taken into account, i.e. due to career leavers, the divisions of the Doctoral School will not be able to claim compensatory student places in the coming years.
21. After admission – prior to enrolment – a written agreement is drawn up between the University, the PhD student and the supervisor for the entire duration of the PhD training. The cooperation agreement stipulates that the PhD student fulfils the tasks necessary for the implementation of the research plan, and the supervisor undertakes to direct the work of the PhD student.

##### § 4 [Structure of PhD training]

1. The PhD training consists of *study and research phase* as well as *research and dissertation phase*. Unless otherwise specified in the National Higher Education Act (NHEA), the duration of the PhD training is eight semesters, which means the duration of the two phases of the training, the fulfilment of study obligations, the performance of research work and the payment of the doctoral scholarship.
2. During PhD training, at the end of the fourth semester, a complex exam must be passed at the end of the study and research phase and as a condition for starting the research and dissertation phase. It is also possible to complete the complex exam at the end of the third semester if the necessary credit points are obtained and the publication requirements for obtaining the degree are met, with the approval of the UDC.
3. During PhD training, after the complex exam, the PhD student participates in the PhD degree acquisition procedure by completing the research and dissertation phase.
4. A minimum of 240 credits must be obtained in PhD training. A PhD student who has fulfilled his/her academic obligations, has obtained the required credits in PhD training, obtains a final certificate (absolutorium), and the Doctoral Office registers the absolved status in the Neptun system at the student's training records. Students participating in organized PhD training – within Hungarian state scholarship, non-state scholarship and self-financed systems – must meet the same conditions for obtaining the final certificate (absolutorium) in order to complete the study and research and research and dissertation phases (courses, research work). The terms and conditions are set out in this regulation.
5. The main form of organized training is a PhD course consisting of lectures (and, if necessary, practical sessions). PhD courses should be publicly advertised on the homepage of the PhD training and made available to all students. The amount of work done on the course can be measured in academic credits.
6. After the complex exam, the PhD student must submit a PhD thesis at the time and in the manner specified in these regulations.

##### § 5 [Complex exam]

1. The purpose of the complex exam is to assess the PhD student's subject knowledge and knowledge of scientific literature ("theoretical part"), as well as his/her scientific performance ("dissertation part"). In the theoretical part, the PhD student takes an exam in two subjects. In the framework of the main subject, the student reports on his/her knowledge in a wider branch of science, while in the framework of the secondary subject it gives an account of the narrower academic discipline related to his/her scientific research. The theory test may also have a written part. In the second part of the complex exam, the student gives an account of his/her knowledge of the scientific literature in the form of a lecture, reports on his/her research results, describes his/her research plan for the second phase of PhD training, and the schedule for preparing the PhD thesis and publishing the results. In this part of the exam, it is also necessary to make sure that the PhD student has a thorough knowledge of the methodologies used and the statistical methods used to evaluate his/her results.
2. The divisions of the Doctoral School determine the main and secondary subjects that can be chosen by students starting their PhD training after 1 September 2020, their exact curriculum, examination questions, and the literature recommended for preparation and the range of PhD courses recommended for mastering the subject. The selected main and secondary subjects are declared jointly by the PhD student and his/her supervisor/consultant at the beginning of the PhD training, and by the individually preparing student at the time of application. In the case of students starting their PhD training before 1 September 2020, on the recommendation of the supervisor/consultant and with the agreement of the PhD program leader and at the proposal of the head of the division, the chairman of the Quality Control and Evaluation Board (QCEB) individually determines the main and secondary subjects of the theoretical part of the complex exam and their list of exam items on the form available in the form repository.
3. The complex exam serves as the conclusion of the study and research phase for full-time and correspondence PhD students and as a condition for starting the research and dissertation phase. In the case of PhD a student preparing individually, the complex exam is a condition for participation in the PhD degree award procedure.
4. It is possible to take the complex exam during the examination period determined by the University Doctoral Council (UDC). You must apply for the complex exam separately. The request for this purpose (on the form specified in the repository of forms) must be submitted in writing to the Doctoral Office with the recommendation of the Council of the given division. The application will be accepted by the UDC if the applicant has fulfilled the requirements of the PhD training.
5. The condition for admission to the complex exam is the acquisition of at least 120 credits in the study and research phase of PhD training, including all study credits (16 credits) prescribed in the training plan within the divisions of the Doctoral School (except for PhD students preparing individually (i.e. untrained PhD students) for the PhD degree whose PhD student status is established by applying for and accepting the result of their complex exam).
6. Applicants for the complex exam shall declare in writing that they meet the following conditions (on the form specified within the form repository):
7. do not have a PhD degree procedure pending in the same academic discipline,
8. their application for a complex exam was not rejected within two years or they did not have an unsuccessful PhD defence within two years,
9. are not the subject of proceedings for the revocation of a PhD degree or have not been subject to the withdrawal of a previously legally awarded PhD degree within 5 years.
10. The complex exam must be taken publicly, before an examination committee, however, at the request of the PhD student, the complex exam must be held with the exclusion of the public. The examination board consists of at least three members, at least one third of who have no employment relationship with the University. The chairman of the committee may be a professionally competent university professor, professor emeritus, associate professor or college professor or research professor of the Doctoral School who is employed in the health service or is in another employment relationship at Semmelweis University. All members of the examination board must have scientific degrees. The supervisor of the PhD student may not be a member of the examination board, but he or she may be present at the complex exam and must evaluate the student in writing beforehand.
11. The examination board evaluates the theoretical and dissertation parts of the complex exam separately, both of which are assessed with pass/fail qualifications. The complex exam is successful if the majority of the members of the committee consider both parts of the exam successful. A report (protocol) is prepared about the complex exam including a written report. The results of the test shall be announced on the day of the oral test. Based on the minutes, the Doctoral Office records the result of the complex exam within the Neptun system.
12. In case of an unsuccessful exam, the PhD student may repeat the exam once more during the given exam period. The re-examination must be taken before a new examination committee.

##### § 6 [Credits point acquisition in PhD training]

1. The activities of PhD students towards obtaining a PhD degree and the degree of their progress must be measured in terms of credits (study units). In PhD training, credits can be obtained for absolving study materials, fulfilling subject requirements, conducting research and performing teaching tasks.
2. According to the National Higher Education Act (NHEA), a total of 240 credit points must be accumulated in PhD training, at least 30 credit points per semester, the composition of which is determined by the University Doctoral Council (UDC).
3. The 240 credit points can be earned in 8 semesters. The University Doctoral Council (UDC) may grant exemptions from this on individual request, if permitted by law; In this case, the 240 credits can be completed within fewer semesters.
4. Obtaining 240 credit points is a condition for the issuance of the *absolutorium* (certificate of completion). During PhD training, educational, research and teaching credits can be obtained.
5. Educational, research and teaching credits earned during the semester may only be recognised once per semester - at the end of the semester. The condition for the recognition of the semester is the achievement of a minimum of 30 credits.

##### § 7 [Educational credit]

1. The measurement of the educational requirements is the study unit (educational credit point). An accountable and evaluated performance is equivalent to 14 hours of lecture and/or practice material per unit of study – wich is prescribed in the case of courses. The courses can be organized in blocks, within one semester or across semesters**.** One credit may also be recognized by completing two 7-hour courses. The credit shall be recognized in the semester in which the examination was passed.
2. In PhD training, educational credits are awarded after successful completion of subjects taken as PhD courses. The rating is based on a three-step scale ("fail", "pass", "passed with distinction"). The condition for awarding credit points is an exam grade of "passed" or better. The number of credits available must be stated when the course is advertised or prior to course admission. The result obtained in the final exam of the PhD course (or other assessment) (if "passed" or better) must not affect the number of credits that can be earned.
3. The start of PhD courses must be announced before the start of the semester – by 30April and 30 November – on the course registration form downloadable on the homepage of the PhD training. The Council of the Doctoral Division submits to the Education and Credit Committee (ECB) the names and syllabuses of the courses to be announced during the due semester, as well as the method of evaluating the knowledge acquired by the PhD students and the number of educational credits that can be obtained.
4. If the number of PhD student applications for the PhD course does not reach the minimum student number specified in the advertisement, the course leader may refrain from starting the course. Students must be notified of any failure to running the course.
5. Divisions must prepare a 2-year PhD training (course) plan, which must be updated each year for an additional academic year. PhD students starting their training should have the opportunity to plan their studies two years in advance.
6. Students must register for the PhD courses during the enrolment/registration for a semester in the Neptun system. The recorded course may be deregistered from the Neptun system after the start date of the course only after paying the post-examination fee. Students who have completed four or more courses without success (without passing the exam at the end of courses) registered in the Neptun system must complete 18 credits instead of 16 for their *absolutorium* (certificate of completion).
7. Educational achievements (participation in domestic or foreign academic courses, lecture series, courses organised at another university, etc.) for which the applicant requests the credit value of studies to be taken into account must be declared. The application must be sent electronically to the Doctoral Office. In this case, it is necessary to attach the statement of support of your supervisor, as well as all documents describing the academic performance, proving the participation, the taking of the exam/examination and its result.
8. The courses and the academic credits available are approved by the Educational and Credit Board (ECB) and students are notified by the Doctoral Office of the recognition of credit point performance. Regardless of the length of the course, the maximum number of educational credits available with one course is 4. The maximum number of educational credits obtained in a course not organised by a university or other academic event is 2. It is not possible to obtain a study unit (credit point) through language learning activities (including any specialist language training).
9. During PhD training, the PhD student must complete at least 16 academic credits (study units). At least 8 of these study units must be obtained with compulsory elective subjects. The Council of the Doctoral Division may prescribe which academic sessions the student should attend. The remaining study units may be obtained by completing any courses or other undertakings (e.g. lecture series) of the students’ choice, approved by the University Doctoral Council (UDC). At least half of the educational credits must be obtained in courses offered by the University.
10. The student's performance in each course/academic session must be assessed in the format advertised in advance, that is, by written, oral or practical examination. The course leader must record the result together with the educational credit points obtained within the electronic student registration system (Neptun).
11. An academic lecture and/or practice series included in one's own or another university's curriculum may be evaluated with credit points without an exam, if it is required by the student's supervisor, the responsible subject leader certifies attendance at the teaching sessions and the fact that an exam was not possible.to organise. A student can receive up to 1 credit per 30 hours for attending an academic teaching session without an exam. The total number of credit points attainable for such courses during the entire training period is 2.

If undergraduate and PhD courses are announced with identical syllabi, the course leader must clearly define the difference between the study and examination requirements for completing the undergraduate and PhD courses on the data sheet of the PhD course. In this case, credit points can only be awarded for courses completed before enrolling to PhD training if the student has fulfilled the examination requirements corresponding to the PhD course standards and has submitted a verification thereof issued by the course leader.

1. By attending to one contact hour per week in a semester and passing the exam, 1 credit point can be aquired. At the same time, two credit points may be obtained with courses requiring at least 45 working hours and a great deal of individual preparation.
2. The 16 educational credits must be earned in semesters 1-4, and at least one course per semester is mandatory. This obligation does not apply to PhD students who complete the 16 educational credits in a shorter period of time. For the PhD student, the head of the doctoral division can determine which courses (and number of credit points) are mandatory to complete in a given semester.
3. Courses taken but not completed (i.e. without earning credits) shall be considered unsuccessful.
4. The PhD student is allowed to attain 25% (4 credit points) of the educational credit points at another university (visiting studentship). Before the beginning of the semester, the student may submit an application for visiting studentship to the Doctoral Office for permission, to which the Office is obliged to respond within 30 days. Based on the student's request, the Educational and Credit Board (ECB) decides on the determination of the number of credits that can be obtained by visiting studentship and on the recognition of credits gained by it. A course taken at another university can only be awarded with credits if its material is accepted by the Council of the Doctoral Division (i.e. it is recognised that the course material essential for the student’s professional training does not show more than 25% identical elements with the one of the courses already completed and credited). If at least 75% of the course material is identical then it can free the student from attending the compulsory course prescribed by the Doctoral Division (DD), as well.
5. In exceptional cases, it is acceptable to award credit points for prior academic performance that is fit into the PhD training program (i.e. course successfully completed before the start of PhD training, course successfully completed during residency training, participation in conferences pre-admitted into the PhD training and recognized by examination, etc.). The total value of credits thus awarded and credits acquired by visiting studentship shall not exceed 38% (6 credit points). In the case of joint PhD training under an inter-university cooperation agreement, courses completed abroad can normally earn up to 50% of study credits. Derogations may be made only in exceptional cases with the permission of the President of the University Doctoral Council (UDC). If the student’s level of preparation makes it necessary, on the recommendation of the supervisor and with the approval of both the PhD program leader and the head of the division, students may be required to complete foundational, catch-up courses in the number of hours equivalent to 4 credit points during the first year and a half of their studies. Scores earnt in catch-up courses cannot be counted towards the mandatory 16 educational credit points.

##### § 8 [Research credit]

1. Research credits can be earned through research work conducted under specialist supervision. The completion of the credits is evaluated and certified by the supervisor in the Neptun system according to a three- or five-grade scale, taking into account the research plan. The reasonable (possible) number of research credits in a given semester should be calculated on the basis of the other two credit types (supplemented to 30). In semesters following successful completion of the complex exam, students must complete the 30-credit-worth Research course.
2. If the supervisor is not satisfied with the research work carried out by his/her PhD student in the given semester, he or she shall notify the student in writing no later than 60 days before the end of the semester. Subsequently, both the PhD student and the supervisor may request the mediation service of the Research Management Working Group in solving the problem, possibly in the initiation of the supervisor. If the student still does not perform his/her research work up to the standard, then the supervisor may refuse to recognize the semester's research work at Neptun. If research credits are denied, the student may submit a request for appeal to the Board of Appeals. In the absence of a request for review or its rejection, the PhD student's status shall be terminated at the end of the given semester pursuant to Section 59 (3) (a) of the National Higher Education Act (NHEA).

##### § 9 [Teaching Credit]

1. The PhD student can earn teaching credits by his teaching activities. From the point of view of the professional development of the PhD student, a reasonable amount of teaching load (practice sessions/seminars conducted independently or together with an experienced instructor) is useful. On average, the number of classes a PhD student can give should not exceed 6 contact hours per week. The number of classes given by the PhD student cannot exceed 6 hours a week in average. One teaching credit can be obtained by one class/week; namely, each semester a maximum of 6 credit points can be acquired by the highest teaching performance. The number of teaching credit points cannot be more than 45 in total obtained during the entire PhD training period. Both the head of the department (program director or head of the Doctoral Division) will certify the completion of the student’s teaching duties.
2. A PhD student contract for teaching must be issued with the student at the beginning of each semester. The duration of work certified by the competent head of department - averaged over one semester of study - may not exceed 33 per cent of the total weekly hours. Based on the contract, tuition fees are paid, the monthly amount of which, in the case of full-time employment equivalent to 33 per cent of the total time, cannot be less than 33 per cent of the minimum mandatory wage (minimum wage), and in the case of employment of different durations, its pro-rata part of this.
3. The awarding of teaching credit points for the PhD student’s teaching work cannot replace the payment of the teacher's hourly fee required by law. The PhD student's working time schedule shall be determined in such a way as to enable him or her to fulfil his/her examination and preparation obligations.

##### § 10 [Closing the semester, deferment of studies]

1. At the end of the semester, the successful completion of the courses is certified by the examiner/course leader, and the completion of research tasks by the supervisor. The results of the completed courses are recorded by the course leader and the completion of the research task by the supervisor in the Neptun system. Without this, the semester cannot be closed. Assessment of legal remedies against the decision of the student and the managers responsible for the PhD training is in the jurisdiction of the Board of Appeals.
2. Obtaining an *absolutorium* (cerrificate of completion) can be done only in an active semester.
3. Fulfilling the conditions of PhD training is necessary for obtaining a certificate of completion (*absolutorium*).
4. A semester started can only be considered closed if the student status is continuous between 1 September and 31 January or between 1 February and 31 August and the student fulfils the research conditions with the acquisition of research credits within the credit system, that is, the semester is recognised by the supervisor.
5. In the case of PhD training organised by several institutions, students perform their research tasks in the organizational unit of the supervisor's institution, in accordance with its labour law and other regulations. In this case, the Doctoral Office transfers the state contribution against an invoice to the place where the PhD student carries out his or her research work.

##### § 11 [Student allowances, self-financing, tuition fees, charges]

1. A PhD student may receive a Hungarian state scholarship for up to 48 months. The amount of the scholarship varies during the *study and research phase* as well as in the *research and dissertation phase*, and its amount is determined by the current National Higher Education Act (NHEA).
2. The amount of self-financed student costs is determined by the University Doctoral Council (UDC) with the agreement of the Doctoral Student Union (DSU).
3. A cooperation agreement may be concluded between the student, his/her supervisor and their employers regarding the support of the payment of self-financed costs of the student participating in the self-financed PhD training. The amount of the cost can be reduced by a maximum of 80%, when 20% of the cost payable is due to the Doctoral School. If the amount of the cost paid by the PhD student exceeds 20%, the Doctoral School provides the part above 20% for the material use of the student's research work. Based on the cooperation agreement, the student undertakes to fulfil his/her study and examination obligations, fulfils his/her tasks, and the supervisor undertakes to direct the student's work and ensure the availability of the amount of the current semester's cost specified in the agreement during the training in the form of the material and research conditions necessary for the PhD training. If the student fails to comply with his/her training obligations, he/she is obliged to reimburse the amount of the subsidy provided.
4. The individually preparing student is obliged to pay a tuition fee for participating in the PhD training, the amount of which is equal to the cost paid by the students participating in the self-financed training. The cooperation agreement determined in paragraph number (3) may be concluded with the individually preparing students to support self-financing.

1. The President of the University Doctoral Council (UDC) may announce a competition for the PhD students admitted in the fee-paying PhD training. As a result of it fee-paying PhD students may acquire subsidies to assist in paying for their tuition fee obligation.

1. No cost is paid by a student whose exemption is determined by law or an international agreement.
2. The cost is paid in one lump sum per semester of study - as a condition of enrolment and registration.
3. With respect to the social situation of the student, payment deferral or payment in instalments regarding the tuition fee of the particular semester may be permitted by the rector if the student files an application along with the suitable verified documents in the applicable form (see the form repository in the appendix) based on the recommendation of the University Doctoral Council (UDC) and that of the Doctoral Division (DD).
4. A PhD student who fails to comply with his obligation to pay his own costs and has not received a deferral of payment or an instalment payment discount may not have an active status in the current semester of study.
5. The University Doctoral Council (UDC) decides on the distribution and use of revenues from self-financed training and other fees paid. The procedural fees for PhD training and PhD award procedural fees, as well as honoraria fees, are included in Annex III.3.-5 of this Regulation.
6. Doctoral students can use the textbook and notebook support normative provided through the Doctoral Office to purchase textbooks and specialised books. In addition, several times a year they can apply for funding to participate in scientific events (using the form specified in the Repository of Forms).
7. Applications submitted to support participation in scientific events will be evaluated by an ad hoc committee composed of the University Doctoral Council (UDC) members on the basis of the applicant's scientific achievements. During the evaluation, the scientific value of the event indicated for participation must be taken into account from the point of view of the PhD student's training plan

##### § 12 [Establishment, termination and suspension of student status]

1. Students admitted to organised PhD training shall enter into PhD student status with the University and shall be subject to the provisions of the University regulations. The work of the PhD student is supervised by a supervisor approved by the Council of the Doctoral Division. If the student prepared for the degree acquisition individually, his/her PhD student status is established by successfully completing the requirements of the complex exam. For those starting their PhD training after 1 September 2016, no doctoral candidate status will be established.
2. Students admitted to organised PhD training receive a student card. In the first semester, the student must enrol at the Doctoral Office, and for each subsequent semester he or she must register during the period specified for this purpose, so does the student who does not receive a Hungarian state scholarship (not supported by the state) together with proof of payment of the tuition fee. Enrolment is done by filling out the enrolment form, and registering in the electronic educational record system, while registration is performed by registering in the electronic educational record system. If the student is obliged to pay tuition fee or other charges based on a special legal provision, compliance with this obligation is a condition for enrolment and registration. Enrolment/registration in the Neptun system is controlled by the Doctoral Office. In the event of late payment, a special procedure fee is payable (See Annexes III.3 to 5). By enrolling, the student declares that he/she is aware of and complies with the relevant rules of the University and PhD training.
3. Without enrolment, student status is not established, and in the absence of registration, student status is suspended and scholarships cannot be paid.
4. The weekly PhD training time corresponds to 36 hours.
5. If the PhD student declares that he or she does not wish to fulfil his/her student obligations in the next training period, or if the student does not register for the next training period, his/her student status shall be suspended.
6. The student status is terminated based on the general grounds for termination specified in the National Higher Education Act (NHEA) (declaration of the student, acceptance by the doctoral school of another higher education institution, disciplinary penalty, etc.)
7. if the PhD student does not fulfil his/her research obligation, at the end of the given semester, pursuant to Section 8 (2) of the Doctoral Regulations,
8. if the PhD student fails the complex exam, on the day of failure or failure of the obligation,
9. by obtaining the *absolutorium* (certificate of completion),
10. at the end of the eighth semester of the PhD training for which the PhD student is enrolled.
11. During the *study and research phase*, student status may be deferred up to 2 times, for a maximum of two semesters at a time, for a total of 2 years. The shortest period for deferring the student status is one semester of study. After two deferred semesters, you must register for the next semester of the training; otherwise the student status will be terminated. The first semester may only be suspended in accordance with paragraph 9. During the deferral/suspension of student status, PhD students may not receive state scholarships and grants, and do not pay tuition fees or costs.
12. In the degree acquisition procedure (*research and dissertation phase*), student status may be suspended for up to two semesters.
13. Suspension may be permitted longer than the period of two uninterrupted semesters on request, and before the completion of the first semester, as well, provided that the student cannot fulfil the student status requirements due to childbirth, accident, illness or other unexpected reasons, out of no fault of his/her own. In this case a completed and signed application for deferment/suspension of studies must be submitted with the proving documents attached to it, as well. The University Doctoral Council (UDC) makes its decision after consulting the Doctoral Division.
14. During the calculation of the subsidised period, the unfinished semester does not count if the student was unable to finish it due to illness, childbirth or other reason outside his/her control. The semester can be pronounced as unfinished based on the student’s application and on the documents certifying illness, childbirth or other reasons outside his/her control. The acquired results of a started semester which is pronounced unfinished will be deleted afterwards and the rules of suspense of the legal relationship between the student and the university come into effect.

##### § 13 [Cooperation with other universities and scientific research institutions]

1. The University may conduct joint PhD training in cooperation with other higher education institutions and academic or other accredited research institutes. With the permission of the University Doctoral Council (UDC), the University may also conclude cooperation agreements with other institutions/business associations with outstanding results in innovation or scientific research and development to participate in PhD training provided by the University. Cooperation under this Section may be based on a contract. Researchers in full employment relationship with a Hungarian research institute have the obligations and rights set out in the contract, which usually apply to university teachers, while PhD students trained at the research institute and at the university have the same rights and obligations. The doctoral (PhD) degree is always awarded by the University.
2. Joint PhD diplomas can be issued if the University Doctoral School runs joint PhD training and PhD award procedures with another domestic or foreign institution of higher education, in the possession of a cooperation agreement specified in a contract prescribed by the National Higher Education Act (NHEA). The condition for a joint PhD diploma, apart from the legal requirements defined by the National Higher Education Act (NHEA), is that the scientific work and publication performance of the PhD student/candidate must comply with the standards of both institutions. The PhD thesis and defence must meet the requirements of the institution in which the public defence takes place.
3. Partial training abroad is regarded as usual PhD training and does not result in the suspension of legal relations with the University. However, the part time training abroad cannot exceed 50% of the total PhD training period. Exception to this rule is allowed only in exceptional cases with the condition that the PhD student acquires at least one third of the compulsory credits at the University. State scholarship can only be disbursed during a partial PhD training abroad lasting longer than one year if the PhD student does not receive any personal allowance or scholarship from the hosting institution while studying aboard. During partial training abroad, shorter than 6 months, the PhD student is entitled to receive his/her state scholarship. In the case of a 6-12 month-long partial training period abroad the scholarship may be disbursed on the recommendation of the head of the Doctoral Division (DD).
4. In the case of joint PhD training with a higher education institute abroad, there is a possibility for a PhD student to have two supervisors. The detailed conditions pertinent to dual supervisors and training are outlined within the “co-tutelle” agreement that regulates the joint PhD training and the conditions of PhD award procedure.In this case the length of the partial training abroad may be any proportion of the length of the PhD training, provided that the student acquires at least one third of the compulsory credits at the University.

##### § 14 [Training in a foreign language]

1. Foreign citizens may also participate in PhD training. The University may also offer and conduct PhD courses in a foreign language. The University may provide opportunities for its international students to join the "MD/PhD excellence program". Students participating in the program can become individually preparing PhD students after obtaining their university degree and passing the complex exam.
2. The rules for applying for and admitting to PhD training in a foreign language are the same as for PhD training in Hungarian, with the following differences. The head of the Doctoral Division and the future supervisor are responsible for assessing the required preparedness, language abilities and suitability for research work.
3. The cost shall be expressed in Euro, unless otherwise specified by the University Doctoral Council (UDC).
4. The Doctoral Division in which PhD students are trained in a foreign language is obliged to ensure the organization of foreign language courses of appropriate quality and credit points. This obligation also applies to the President of University Doctoral Council (UDC), including the announcement of compulsory elective courses in a foreign language, the provision of information to students in a foreign language, the conduct of procedures in a foreign language and the preparation of the necessary forms.
5. Foreign language courses are currently available at the University in English.
6. Courses with English titles must be held in English if there is a non-native Hungarian speaker among the PhD students. If there are only Hungarian-speaking students among the applicants, the course announced with the English title can also be held in Hungarian.

##### 15. § [Semmelweis Doctoral Scholarship]

1. The Semmelweis Doctoral Scholarship takes the form of PhD student scholarship and pre-doctoral scholarship.
2. The Doctoral Council of the University may award predoctoral scholarships to PhD students who:
3. successfully participated in the PhD training of the University,
4. have achieved outstanding results during their period of study,
5. show promising research results,
6. they do not have state or other scholarships or full-time employment.
7. The competition for scholarships founded by the University is announced by the President of the University Doctoral Council (UDC). The committee appointed by the president evaluates the submitted competition material. The University Doctoral Council (UDC) awards the scholarships by ranking the applicants. The University Doctoral Council is authorised to follow the efficiency of the applicant’s PhD training and/or that of his/her scientific research work through the evaluating committee and make the further disbursement of the scholarship dependent on its report.
8. The University Doctoral Council (UDC) determines the amount of the monthly student grant in the announcement; the uninterrupted supported period may be up to 12 months at one time, but the announcer of the scholarship may determine a shorter period. An application for the scholarship can be submitted again and may be awarded repeatedly to the same person.
9. The financial background of the scholarships awardable during the PhD training or the PhD award procedure is guaranteed from the university budget (i.e. sources allocated to the Doctoral School) and from the home revenue of the Doctoral School *(internal scholarship).*
10. Any organizational unit of the University may use its domestic or external scientific grant, budget or other income to pay for PhD student and predoctoral scholarships, provided that this is not excluded by law, university regulations or the conditions of support. The Doctoral School may conclude an agreement with any organizational unit of the University participating in PhD training or with a legal entity outside the University (business organization, foundation, and chamber – external scholarship). The Sponsor undertakes to cover the amount of the scholarship to be paid under the conditions set out in these regulations.
11. The predoctoral application must be submitted to the Doctoral Office. The University Doctoral School (UDS) undertakes to check the study, research and other conditions, evaluate the application, and pay the scholarship to the student.
12. A scholarship relationship may only be established after the amount of the grant for at least one year and for the period specified in the given application has been received and available to the account of Semmelweis University.
13. A PhD student who does not meet the conditions for granting the scholarship or who makes unauthorized use of the scholarship may be excluded from new application opportunities by the president of the University Doctoral Council (UDC). A student who makes an unauthorized use of the scholarship shall be obliged by the President of University Doctoral Council (UDC) to repay the scholarship. If the PhD student (candidate) does not fulfil the other requirements of the scholarship, the President of the University Doctoral Council (UDC) will oblige him/her to repay the scholarship after considering the specific circumstances, especially if the behaviour and the gravity of his/her misconduct justifies it.
14. Disciplinary proceedings may be initiated against PhD students who have received scholarships unlawfully due to concealed income and/or failure to comply with the obligation to provide data.
15. The aim of the pre-doctoral fellowship is to support researchers who have obtained an *absolutorium* (certificate of completion) and are still working on their PhD thesis, and who have already achieved significant results. The scholarship is awarded for a maximum of 12 months.
16. The pre-doctoral scholarship is open to former students of the Doctoral School who meet all of the following conditions:
17. have not completed their PhD thesis by the end of their PhD training,
18. have achieved outstanding results during their studies, and
19. undertake to complete their PhD thesis within 12 months.
20. The University Doctoral School (UDS)can divide the one-year-long PhD candidate scholarship into two parts and may award or withdraw the second part of the scholarship after a report or another application. The PhD candidate is obliged to provide a report on the results gained in the first part which must be endorsed by the head of the Doctoral Division (DD).
21. The aim of the PhD student scholarship is to support talented students who have no income and are unable to bear the financial burden of the self-financed PhD training. The scholarship is disbursed for 12 months from the beginning of the academic year, but not more than 48 months.
22. The PhD student scholarship is open to those applicants who:
23. have passed the entrance examination and their organisation of research ensures the disbursement of their scholarship (scientific theme allowance, foundation) and,
24. have passed the entrance examination, but in the absence of a state scholarship, they were recommended only self-financed PhD training.
25. Priority will be given to PhD students who:
26. already have significant research output,
27. indicate the expected deadline for writing their PhD thesis, and
28. the supervisor endorsed their research plan.
29. Documents required for the evaluation of the application for the predoctoral fellowship:
30. completed application form and scholarship contract (available at the Doctoral Office),
31. the work plan for the scholarship period,
32. a detailed recommendation from the head of the Doctoral Division and that of the PhD Program– based on the professional opinion of the supervisor,
33. statement by the supervisor on the provision of research conditions, the feasibility of submitting the PhD thesis within 12 months,
34. a list of lectures, published and accepted scientific publications,
35. If the pre-doctoral grant that is aiming at the continuation of an already running allowance, a report about the results achieved in the first period of the scholarship.

##### 16. § [MD-PhD Scholarship and Regular PhD Degree Excellence Scholarship]

1. The aim of the MD-PhD scholarship is to support research work carried out during undergraduate training in medicine, dentistry, pharmacy and health sciences.
2. The aim of the Regular PhD Degree Excellence Scholarship is to facilitate university graduates for up to 24 months to obtain a PhD degree on an excellence basis.
3. Applications for the MD-PhD scholarship and the Regular PhD Degree Excellence Scholarship established by the University are announced by the President of the University Doctoral Council (UDC). Applications will be evaluated by a committee appointed by the President. Based on the ranking, the scholarship is awarded by the University Doctoral Council (UDC). The UDC, through the committee, is entitled to monitor the effectiveness of PhD training and/or scientific research and to make the further disbursement of the scholarship subject to the evaluation of the committee.
4. The monthly amount of the MD-PhD scholarship and the Regular PhD Excellence Scholarship is determined by the University Doctoral Council (UDC) in the announcement. The duration of the grant may not exceed 24 months per scholarship without interruption, but the announcer may specify a shorter period.
5. The financial background of the MD-PhD and the Regular PhD Degree Excellence Scholarship that can be awarded during PhD training and the PhD award procedure is based on university resources provided to the Doctoral School in the university budget or the Doctoral School's own revenues (internal scholarship).
6. The MD-PhD scholarship application must be submitted to the Doctoral Office. The Doctoral School undertakes to check the study, research and other conditions, evaluate the application, continuously fulfill the requirements, and pay the scholarship to the student.
7. A student who does not meet the conditions for granting the scholarship or who makes unauthorized use of the scholarship may be excluded from new application opportunities by the president of the University Doctoral Council (UDC). A student who has made an unauthorized use of the scholarship may be ordered by the President of the University Doctoral Council (UDC) to repay the scholarship. After considering the circumstances, in particular if it is justified by the fault of the student or the gravity of the misconduct, the President of the University Doctoral Councul (UDC) shall order the student to repay the scholarship.
8. Applications for the MD-PhD scholarship are open to anyone who meets all of the following conditions:
9. outstanding scientific activity,
10. participation in the work of the Students' Scientific Association active at the Faculty of General Medicine, Faculty of Dentistry, Faculty of Pharmacology or Health Faculty of Public Service of Semmelweis University
11. Studies in process in the penultimate or last academic year of the undergraduate program.
12. Conditions for awarding the Regular PhD Degree Excellence Scholarship:
13. In case of successful entrance examination, the candidate will receive a "Regular PhD Degree Excellence Scholarship" grant for up to 24 months as a full-time PhD student, if he does not request a correspondence curriculum.
14. In addition to the "Regular PhD Degree Excellence Fellowship", other employment may not exceed 20 hours per week
15. concluding a study agreement with Semmelweis University setting out the conditions for funding and the obligation of the research organisation to repay the grant in case of non-compliance.

##### 17. § [Selye János College Scholarship]

1. The exact detailed rules for awarding the scholarship are detailed in the Rules of Organisation and Operation of the College.

*18. § [PhD students’ Further Duties and Opportunities]*

1. PhD students participating in organised PhD training are entitled to hostel accommodation for 12 months of the year, under the same conditions as undergraduate students. The rules of hostel accommodation are laid down in Part III.4 of the Organisational and Operational Rules. Section III Compensation and Benefit Policy.
2. In addition to his/her research work, PhD students may undertake teaching tasks, for which they must be remunerated. The remuneration shall be determined on the basis of the prevailing minimum wage in proportion to time. The student's teaching duties may not exceed 6 lessons per week. The fulfilment of the student's contracted task is certified by the director of the institute/department in which the subject is taught.
3. If the student also participates in research work not related to his/her training, a PhD student contract must be concluded and he/she is entitled to the same remuneration for this work as the lecturers of the University. The hourly rate of PhD students participating in foreign language teaching is the same as that of university professors participating in the same education.
4. In individual cases, permission to perform the student's tasks outside the University may be granted by the Council of the Doctoral Division.

##### § 19 [Registry in the PhD training]

1. The data of PhD training shall be recorded in the electronic study registration system operated by the University, in accordance with the records of undergraduate training.
2. The management of the learning registration system is ensured by the Doctoral Office in cooperation with the administration of doctoral divisions.
3. It is mandatory to record the data specified in Annex 3, Subtitle I/B of the National Higher Education Act and Government Decree 87/2015 (IV.9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education in the study registration system, in particular
4. details of PhD students,
5. PhD courses advertised and the corresponding credits,
6. data on the fulfilment of study obligations and research work,
7. data on the completion of the complex exam and obtaining the *absolutorium* (certificate of completion),
8. details of the PhD degree award procedures,
9. suspension/deferment of the PhD student status.
10. When enrolling, it must be always registered in the study system within which branch of science /discipline of science the student will start the PhD training. The branch of science /discipline of science classification may be modified at the joint request of the PhD student and supervisor and with the consent of the University Doctoral Council (UDC) when applying for the complex exam.

##### 20 [Student Evaluation of the Teaching Work]

1. Pursuant to Section 12 fb) of the National Higher Education Act (NHEA), the Senate is responsible for determining the order of student feedback (SFTW) on teaching work. Based on the decision of the Senate, at the end of each semester the Doctoral School provides PhD students with the opportunity to comment on the PhD courses attended within the framework of PhD training through the Neptun system.
2. The implementation of the student feedback on teaching work (SFTW) is ensured by the Centre for Educational Development, Methodology and Organization under the professional leadership of the University Doctoral Council (UDC) in accordance with Part III.8 of the University's Organizational and Operational Rules.
3. The questions for commenting are set out in part III.3 Annex 10 to these Regulations.
4. The questions of the questionnaire may be modified on the basis of the proposal of the committee consisting of the President of the University Doctoral Council (UDC), the Chairman of the Quality Control and Evaluation Board (QCEB) of the Doctoral School, the Chairman of the Education and Credit Committee of the Doctoral School and the President of the Doctoral Student Union, with the approval of the Senate.
5. Further issues concerning the Student Feedback on Teaching Work (SFTW) shall be governed by the provisions of the Organisationaé and Operational Rules.

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### 2. The PhD Degree Aquisition

*§ 21 [The PhD Degree Acquisition Procedure]*

1. The second phase of the PhD degree acquisition is the so-called *research and dissertation phase* the prerequisite of which is the successful completion of the complex exam. The PhD degree may be acquired by participating in the PhD training organized at Semmelweis University, or exclusively by participating in the research and dissertation phase (by students preparing individually).

1. The degree acquisition procedure is the second phase of the PhD training and commences by registering in the semester following the complex exam. The student shall pay for the PhD degree acquisition period an administrative fee (i.e. a disseration procedural fee), the amount of which is determined by the University Doctoral Council (UDC). The thesis procedural fee shall be paid at the end of the PhD degree acquisition procedure and after the *absolutorium* (certificate of completion) has been received, within the thesis evaluation period. If the PhD thesis of a state scholarship PhD student is submitted within the second (i.e. the research and dissertation) phase of the PhD acquisition period, he/she shall be exempt from the degree acquisition administrative fee.
2. The individually preparing student joins the PhD training by passing the complex exam. The acceptance of the application for the complex exam by the the University Doctoral Council (UDC) is subject to the successful completion of the entrance exam.
3. Upon successful completion of the admission, UDC will accept the individually preparing student’s application for the complex exam. By successfully passing the complex exam, a PhD student status is created witihin the self-financed PhD training.
4. The the individually preparing PhD student is exempted from the study obligations of the study and research phase of the PhD program. The University Doctoral Council (UDC) recognizes the completion of study and other credits according to the curriculum by accepting the application for the complex exam.
5. The duration of the research and dissertation phase is 4 semesters. The PhD student must submit a PhD thesis within three years of passing the complex exam. The PhD thesis may be submitted before the eighth semester with the approval of the University Doctoral Council (UDC) upon completion of study obligations. If the PhD student wishes to finish his studies and submit his dissertation earlier, he or she must request this in an application addressed to the president of the University Doctoral Council (UDC) with the support of his/her supervisor and the head of the doctoral division. In case of a positive assessment of the application, the PhD student will be assigned an absolved status in the Neptun system at the end of the last active semester. Simultaneously with obtaining the certificate of completion (absolutorium), the student must submit the PhD thesis to the Doctoral Office.
6. The time limit for submitting a PhD thesis may be extended by a maximum of one year in cases of special consideration. It is a case worthy of special appreciation if the student is unable to fulfil his/her obligations arising from the student status due to childbirth, accident, illness or other unexpected reason, through no fault of his/her own. The decision to extend the deadline is taken by the University Doctoral Council (UDC) at the request of the student.
7. For PhD students participating in PhD training and MD-PhD students obtaining the certificate of completion (*absolutorium*) after 01.02.2024, an additional condition for submitting the PhD thesis is that the PhD student attends a public PhD thesis defence in each semester from the spring semester of the academic year 2023/2024 until obtaining the certificate of completion (*absolutorium*). Proof of participation is certified by the signature of the chairman or secretary of the public PhD thesis defence committee on the form entitled "Certificate of participation in the public PhD thesis defence" in the Register of Documents or in any other way.

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##### § 22 [Publication Requirements for Acquiring a PhD]

1. The scientific and publication activities of the PhD candidate, as well as the conditions for obtaining a PhD degree (Annex III.3.-7-9) shall be examined and determined according to the method of preparation and the academic subdiscipline of the research topic. In the scientific publications of the PhD student participating in organised training, the place of work of the PhD student shall be indicated:
	1. in the case of research work carried out at a university unit, the name of the university institute/clinic,
	2. in the case of research work carried out at a non-university training facility, the name of the Semmelweis University Doctoral School,
	3. students participating in the Translational Medicine Training Program (TMTP) are named after the Centre for Translational Medicine (CTM).
2. The heads of individual PhD programs may also set publication conditions for obtaining higher degrees than usual. Applicants must be informed of this during the admission process and this fact must be recorded on the admission form. This must also be laid down in the cooperation agreement of the PhD students participating in the Translational Medicine Tranining Program (TMTP).
3. The academic discipline – including the approved research topic of the PhD student – must be determined by the Council of the Doctoral Division and must be indicated on the form available in the repository of forms when applying for the complex exam. The research topic (speciality) and its scientific classification (academic discipline) become valid by recording them in the Neptun system. In exceptionally justified cases, permission to change the academic discipline may be granted by the Univerity Doctoral Council (UDC) during the PhD degree acquisition procedure.
4. The minimum scientific publication performance required for the PhD degree aquisition has been established depending on the academic discipline and participation in PhD training**.** The publication requirements must be fulfilled by scientific publications published on the topic of the PhD thesis, and this must be certified by a library data sheet. However, the fulfillment of these conditions alone does not guarantee the acquisition of a PhD degree, since the decision of the PhDDhesis reviewing committee and that of the University Doctoral Council (UDC) is formed in the light of what was revealed during the review of the PhD thesis and the PhD thesisl defense.
5. The requirements of the publication performance Impact Factor (hereinafter referred to as IF) shall be met by a publication rated D1, Q1 or Q2 in the year of publication of the scientific paper based on the Scimago Scientific Journal Rankings of the pertinent academic discipline. At the request of the candidate, the classification valid at the time of submission of the scientific paper for publication may also be taken into account by the decision of the University Doctoral Council (UDC).
6. For PhD students who have completed the PhD training with an *absolutorium* (certificate of completion) in the academic fields of medicine, natural sciences and health sciences, the general publication requirements for obtaining a PhD degree are as follows:
	1. The number of publication in a scientific journal with an impact factor (hereinafter referred to as IF) on the topic of the PhD thesis shall be at least two, of which:
		1. i. an original article by a first author, and
		2. ii. an additional original publication, not necessarily a first-author or a review in which the authors present original results.
		3. iii. and at least one of the publications is in English
	2. The IF requirement may be fulfilled by one original publication if:
		1. i. the candidate is the sole first author of the publication,
		2. ii. the IF of the publication exceeds one and a half times the minimum aggregate IF specified in point (c) (Section 3 for candidates who prepared individually without formal training) and the journal is classified as category D1 in the MTMT according to the ranking of the field, and
		3. iii. The candidate has at least one other paper published in a peer-reviewed scientific journal.
	3. The sum of the IF of the publications referred to in point (a) shall be at least:
		1. the amount of IF specified for the academic discipline (Annex III.3 to 7), of which at least 50 % shall be provided by a first-author publication and may not be reduced by a publication under points (d) or (e). In the case of shared first authorship, the proportion of the IF of the publication divided by the number of first authors must meet the first-author IF requirement for the PhD degree aquisition. If a shared first-author paper is to be used as a first-author paper in the process of obtaining several PhD degrees, permission to do so must be requested from the Quality Control and Evaluation Board (QCEB) by submitting a statement of own results included in the PhD thesis (on the form specified in the repository of forms).
	4. Up to 50% of the IF amount indicated in the table can be replaced by a patent applied for in the name of the PhD student, if it contains an original scientific discovery or innovation. In this case, the condition for obtaining a PhD degree can be fulfilled by a paper published in a journal with an impact factor on the topic of the PhD thesis, as well as by a further publication published in a peer-reviewed scientific journal. The PhD student submits his or her request for reduction of IF, presenting the novelty content of the patent, to the Quality Control and Evaluation Board (QCEB) at the same time as submitting his PhD thesis for a preliminary review. The Quality Control and Evaluation Board (QCEB) decides on the acceptance of the application with the involvement of experts and, if necessary, may initiate a personal interview with the student and supervisor before making its decision. In the case of patents accepted or granted, the verification of novelty content may be dispensed with.
	5. Up to 10% of the IF amount indicated in the table can be redeemed by:
		1. i. 2 first-author scientific publications related to the topic of the thesis in Hungarian, published in a prestigious Hungarian scientific journal, or
		2. ii. 2 publications related to the topic of the PhD thesis published in referred, high-quality journals without impact factor. The list of journals acceptable for each doctoral division is determined by the University Doctorl Council (UDC) on the proposal of the doctoral divisions and is set out in Annex III.3. 9. Exceptionally, a book chapter published in a significant scientific work may also be counted (the inclusion of the book or book chapter requires the decision of the University Doctorl Council (UDC) based on the opinion of the Quality Control and Evaluation Board (QCEB).
	6. Point (d) in the Doctoral Division of Pharmaceutical Sciences and Health Technology is amended as follows:
		1. i. up to 10% of the IF amount indicated in the table can be replaced by 2 first-author scientific publications published in a high-quality Hungarian scientific journal, and
		2. ii. an additional maximum of 15% of the IF amount indicated in the table can be replaced by 2 articles published in referred, professionally recognized international journals without impact factors (Annex III.3.-9) and book chapters published in significant scientific works (the acceptance of books or book chapters require the decision of the University Doctorl Council (UDC) based on the opinion of the Quality Control and Evaluation Board (QCEB).
7. In the case of PhD degree aqusition of PhD students who have completed the PhD training with an *absolutorium* (certificate of completion), the minimum requirements in the academic field of sociological sciences and other social sciences must be fulfilled with peer-reviewed papers published on the topic of the PhD thesis as follows:
	1. at least 12 publication points (Annex III.3 - 8);
	2. at least 2 publications containing those listed in Annexes III.3 - 8. indexed in major international databases or published in pertinent academic disciplinal journals, of which
		1. i. at least 1 published in English
		2. ii. at least 1 first-author publication
		3. iii. at least 1 publication in the same language as the PhD thesis.

Conditions (a) to (b) must be fulfilled by publications on the topic of the PhD thesis.

1. For individually preparing *PhD candidates (i.e. without formal PhD training)*, the general publication requirements for obtaining a PhD degree in medicine, natural sciences and health sciences are as follows:

The minimum required IF amount for the dissertation discipline is 150 % of the values set out in Annex III.3.-7., of which

* 1. 2/3 (100%) consists of the conditions set out in Section 22.§ (6);
	2. The remaining 1/3 part proves the academic skill achieved by self-preparation of the PhD candidate without training. There is no requirement for these publications as to the order of authorship or the subject matter of scientific publications. 10% of the additional IF amount can be fulfilled by scientific papers published as the first-author in Hungarian journals or international journals without impact factors (III.3. Annexes 7-9).
1. For For *PhD candidates without training*, the minimum requirements in the field of sociology and other social sciences shall be those set out in paragraph 5, except that 18 publication points shall be required instead of 12.
2. The head of the Doctoral Division may grant permission for the social science evaluation of the publications within one year after the start of the PhD training based on the classification of the academic discipline and knowing the given research topic, while for the individually preparing PhD candidates this can be authorised when they are applying for the PhD degree acquisition procedure. Even with this discount, PhD students can choose the assessment of publications based on impact factors. In this case, the points on impact factors are relevant – with the minimum impact factor value being 1 for PhD degree candidates with a certificate of completion (*absolutorium*), while for the individually preparing PhD candidates the impact factor value is 1.5.
3. For Scientometric evaluation (IF or publication point), congressional abstract (even if published in a journal with impact factor), articles and science-promotion articles published in newspapers and other non-professional journals are not considered publications. When classifying publications published in the supplementary issues, the rules of Hungarian Scientific Bibliography (HSB) apply, which are as follows:
	1. If the publication is published in the regular issue of a professional journal, it should be classified as a short paper, a specialist article or a summary article, regardless of whether the work or part of it has also been presented at a conference.
	2. If the publications and/or abstracts presented at the conference appear in a special issue (supplement) of the scientific journal, they should be classified as conference publications or abstracts.
	3. If the supplement is a thematic issue of a journal, not related to a conference and contains publications dealing with a specific topic, they can be classified as professional articles.
4. The list of journals (domestic and foreign) that meet the requirements can be proposed by the Doctoral Divisions. The list of eligible journals is set out in Annex III.3 - 9., approved or amended by the University Doctoral Council (UDC). The head of the Doctoral Division may propose changes to the list.
5. The University Doctoral Council (UDC) publishes a list of these journals once a year, at the beginning of the academic year. The new list is applicable to all PhD students who submit their PhD thesis in the year of the list publication. With (at least two) first-author articles published in the journals included in the list 10% of the required impact factors can be substituted or a qualified social science paper can be substituted by a first-author article.
6. In the case of individually preparing PhD candidates, the proposed academic discipline must be recorded in the application form when applying for the PhD degree acquisition procedure. The decision on the academic discipline is made by the President of University Doctorl Council (UDC) in the possession of the opinion of the Quality Control and Evaluation Board (QCEB).

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##### § 23 [The PhD thesis and its defense]

1. The PhD thesis is a work of summary presenting the candidate's knowledge of the scientific literature, objectives, methods and new scientific achievements. It is not acceptable to simply copy the publications; it is necessary to interpret the observations made in the publications, compare them with literary data and place them in a broader context.
2. Part of the PhD thesis are the scientific papers of the author related to the thesis. Exceptionally, instead of a dissertation, the University Doctoral Council (UDC) may authorise the presentation of scientific results in the form of a scientific book or other work.
3. A discussion about the PhD thesis should be settled at work. The workplace debate is organised by the supervisor or PhD program leader or a person appointed by him. At least five academically qualified researchers must participate in the workplace debate. A record of the workplace dispute must be drawn up on the form specified in the Repository of Forms and attached when submitting the PhD thesis*.* In extremely justified cases, the holding of a workplace debate may be waived on the proposal of the head of the Doctoral Division with the permission of the President of the University Doctoral Council (UDC).
4. The PhD candidate is obliged to send the electronic version of the PhD thesis to the Doctoral Office for plagiarism check before the actual submission, the results of which will be sent to the candidate and his supervisor within 3 working days. The condition for submitting a thesis is a certificate from the supervisor that the submitted thesis does not infringe the copyrights of others. The declaration can be downloaded from the repository of forms and must be attached when submitting the PhD thesis.
5. The PhD candidate is responsible for obtaining licences for the use of intellectual property, in particular copyright.
6. The fulfilment of the conditions for obtaining a PhD degree (publications, language skills), the supportive opinion of both the supervisor and the head of the Doctoral Division, and the agreement of the Quality Control and Evaluation Board (QCEB) are prerequisites for sending the PhD thesis to official reviewers (opponents).
7. The recognition of independent scientific work and the publication conditions for obtaining a PhD degree are set out in Annexes III.3. 7 and 8. A different requirement is decided by the University Doctoral Council (UDC) based on the justification of the head of the Doctoral Division.
8. When submitting the PhD thesis, the candidate must declare by filling in the form contained in the repository of forms which results of the publications used for the PhD thesis he/she played the greatest role in among the co-authors, i.e. which figures, tables and other data of the publications can be considered as his or her own achievements. The same data, figure, table can only be used as a new scientific result in only one PhD thesis. The statement must be countersigned by the supervisor and the first and last authors of the respective publications. In case of dispute, the Quality Control and Evaluation Board (QCEB) decides, considering the opinion of the last author of the publication.
9. To submit a PhD thesis (to obtain a PhD degree), knowledge of the English language necessary for the cultivation of the discipline is required. Language proficiency must be proven by a complex language exam of at least intermediate level or by a document certifying at least intermediate English language proficiency by the Department of Languages for Specific Purposes, or by a declaration issued by the supervisor or consultant.
10. The formal requirements of the thesis and thesis booklet and the documents required for submission are set out in Annex III.3.-1. The PhD thesis, copies of the own scientific papers used in it and the PhD thesis booklet must be submitted to the Doctoral Office in electronic form. The PhD thesis booklet must be prepared in English if the defence is in English or Hungarian, if the defence is in Hungarian.
11. The staff of the Doctoral Office carries out the formal verification of the PhD thesis and thesis booklet and checks the existence of the necessary documents and the fulfilment of the conditions for obtaining the PhD degree. The formal evaluation period is limited to 3 weeks. If there are doubts about the fulfilment of the PhD degree requirements, the Doctoral Office requests the opinion of the Quality Control and Evaluation Board (QCEB).
12. If the PhD thesis is not satisfactory from a formal point of view or due to non-compliance with the conditions for obtaining a degree, the Doctoral Office will return it to the PhD candidate for correction. The PhD candidate has a maximum of 6 months to make corrections and return the PhD thesis and thesis booklet to the Doctoral Office. Failure to comply with this deadline shall result in termination of the proceedings.
13. In case of termination of the procedure due to failure to meet the deadline, PhD candidates have the opportunity to initiate a new PhD degree acquisition procedure as an individually preparing candidate with requirements set for this status.
14. The Doctoral Office verifies the adequacy of the corrections within a maximum of 5 working days. If the corrections are satisfactory, the Office shall forward the PhD thesis to the scientific reviewers (opponents) and inform the PhD candidate accordingly. If the corrections are not satisfactory, the Office shall return the PhD thesis to the candidate, indicating the remaining deficiencies.
15. Official reviewers (opponents) appointed by the University Doctoral Council (UDC) or, in the case of delegated powers, by the competent Doctoral Divison (reviewed by the QCEB and approved by the President of the UDC) are invited by the President of the University Doctoral Council (UDC) and the PhD thesis is also sent for evaluation by the President of the UDC with an indication of the evaluation deadline. It is illegal and may result in the termination of the PhD aquisition procedure if the PhD candidate or his/her supervisor sends the evaluation material to the opponents. Similarly, the PhD acquisition procedure can only be continued upon receipt of an evaluation signed by the opponents and addressed directly to the President of the University Doctoral Council (UDC) electronically or by post.
16. The evaluation should include a brief formal and detailed evaluation of the PhD thesis, as well as critical comments by the opponent listed in points. The task of the reviewer (opponent) is an independent professional evaluation of the PhD thesis, during which he or she may formulate an opinion different from previous evaluations of scientific results (peer-review of publications, crittique of work place defense). If the reviewer finds a significant error in form or content in the PhD thesis, he or she may request its correction before submitting the PhD thesis for defence. A corrected copy of the PhD thesis must be sent to the Doctoral Office in electronic form before the PhD defence is announced, which the Office forwards to the members of the PhD thesis defence committee. The reviewers (opponents) must ask their clarifying and informative questions orally during the PhD defence, taking into account the professional competence expected of the PhD candidate. If a reviewer is unable to participate in the defence, he/she shall submit his/her questions together with his/her evaluation to the Doctoral Office.
17. At the request of the President of the UDC, the two reviewers will prepare a written review of the PhD thesis within two months and state whether they recommend that the thesis be set for public defence. If the proposal of one of the reviewers is negative, the President of the UDC shall invite a third assessor (opponent), taking into account the opinion of the UDC or, in the case of delegated powers, the Council of the Doctoral Division. The PhD thesis may be submitted for public debate only if there are two supporting proposals. In the case of two negative reviews, a new thesis may be submitted only after two years, and not more than once on the same research topic. After receiving two supportive criticisms, the head of the Doctoral Division organizes the defense. The thesis shall be submitted for public debate within two months of receipt of supportive reviews.
18. After receiving the opponent's opinions, the PhD candidate shall submit a single bound copy of the PhD thesis to the Doctoral Office, together with the annexes set out Annex III.3.-1. After the successful PhD thesis defence, the Central Library will receive a bound copy as a numbered volume of the Semmelweis PhD Thesis series of the Semmelweis University Doctoral School.
19. The PhD thesis and its thesis booklets must be made available to everyone in electronic form in the Hungarian Science Bibliography (MTMT) with an identifier corresponding to generally approved international practice (DOI). The system of forming DOI identification is developed by the Doctoral Office in cooperation with the Central Library.
20. In the case of a PhD thesis subject to patent or protection proceedings, the publication of the PhD thesis and thesis booklets may be postponed at the request of the PhD student, based on the supporting opinion of the evaluating/defense committee and with the approval of the University Doctoral Council (UDC), up to the date of registration of the patent or protection. PhD theses containing classified information for reasons of national security and their PhD thesis booklets shall be made public after the period of qualification has has ended.
21. The defense committee consists of a chairman, at least two members (sometimes one or two alternate professionals) and two official reviewers (opponents). The chairman of the committee may be a professionally competent university professor, research professor, scientific advisor, professor emeritus, habilitated associate professor or college professor of one of the divisions of the Semmelweis University Doctoral School, who is in an employment relationship with Semmelweis University or in a Hungarian research institute cooperating in PhD training – that is in the health service or other employment relationship (hereinafter referred to as "employment relationship"). Each member of the defense committee shall hold an academic degree.
22. At least one of the official reviewers and one member of the committee must be (external) experts who do not have an employment relationship with the University and do not participate in the work of the given Doctoral Division. In this respect, the professor emeritus of the University shall be considered to be in an employment relationship with the University. The other reviewer/opponent and another member of the committee is a lecturer/researcher with an employment relationship with the University. An alternate scientific member may also be appointed to the evaluation/defense committee, who may also be a person who is not in an employment relationship with the University. The candidate's supervisor may participate in the work of the committee with the right to consult, if requested by the PhD thesis defense committee.
23. Neither the member of the defense committee nor the official reviewer (opponent) may be a close relative of the candidate, furthermore, a professional from whom an objective assessment of the case cannot be expected, such as, the PhD candidate’s or supervisor's workplace manager or co-author of the original scientific paper published within 5 years of the submission of the PhD thesis. An exception to this is publications in which none of the supervisors or other persons involved in the PhD degree acquisition process is a decisive author (first, last or correspondent). In case of conflict of interest, PhD students may request the UDC or, in the case of delegated powers, the Council of the Doctoral Division to change the composition of the defense committee. In exceptional cases, the composition of the committee may be determined differently from the general rules on the basis of a decision of the University Doctoral Council (UDC).
24. The chairman and members of the PhD evaluation/defense committee are appointed by the University Doctoral Council (UDC) or, with delegated powers, by the Council of the Doctoral Division. The nomination is sent by the head of the Doctoral Division to the Review aand Quality Control and Evaluation Board (QCEB) for opinion on the format specified in the repository of forms. In case of agreement, the proposal is sent back by the QCEB to the head of the Doctoral Division and to the Doctoral Office for data recording. The head of the Doctoral Division informs the PhD student in writing about the composition of the PhD thesis defense committee.
25. The date and place of the public debate will be determined by the head of the Doctoral Division after consultation with the members of the defense committee and the PhD student. The venue for public debate may be the teaching or classroom of the University's Clinics or Institutes. With the prior approval of University Doctoral Council (UDC), public debate may take place at a teaching or research site outside of Semmelweis University, where the appropriate technical conditions are available for the defense, and there are no costs involved in conducting the defense. The date and place of the public debate shall be communicated to the Doctoral Office without delay. Members of the PhD defense committee and opponents are invited to the PhD defense by the president of University Doctoral Council (UDC).
26. The public debate of the PhD thesis shall be held on condition that the chairperson, two committee members and, in the event of a consensus review, at least one of the reviewers is present. The opinion of the reviewer who is not present at the defence must be presented at the defence. The presence and actice participation of the reviewer who did not accept the thesis in the debate is also a condition for holding the PhD thesis defense. Exceptions to this rule may be made with the agreement of the Chairman of the University Doctoral Council (UDC).
27. The date and place of public debate must be announced at least 21 calendar days before the PhD thesis defence. The condition of its announcement is that the PhD thesis defense documents are sent to the members of the defense committee**.** The announcement (on the website of the PhD training) is ensured by the Doctoral Office, while invitations to defence and theses booklets are sent by the head of the Doctoral Division. Invitations and thesis booklets should be sent to the members of the University Doctoral Council (UDC). "Catering" before and during the public defense cannot be provided.
28. The scientific evaluations/reviews of the PhD thesis (including the one which rejects it as well) are received by the head of the Doctoral Division and the PhD applicant in writing. The PhD candidate’s answers to them are submitted in writing, which are received by the reviewers before defending the PhD thesis. The procedure for defending the PhD thesis is described in Annex III.3.-2.
29. The PhD candidate presents the main results of his PhD thesis in a free lecture in a public debate, then answers the written questions of the reviewers and other questions arising during the debate. The chairman and each member of the committee shall put at least one substantive question to the PhD candidate.
30. After the conclusion of the PhD public debate, the defense committee decides in closed session by secret ballot on the acceptance of the PhD thesis by a score of 1 to 5, which requires at least two-thirds of the points to be obtained. All members of the defense committee, including the official reviewers (opponents), take part in the secret ballot. The President of the defense committee shall publicly announce the result after the vote, provide an explanation for it and record them on the form specified in the standard form. A protocol is drawn up on the defence of the PhD thesis, which is sent by the head of the Doctoral Division to the President of the University Doctoral Council (UDC).
31. At the request of the PhD candidate, based on the supporting opinion of the defense committee and with the approval of the University Doctoral Council (UDC), a closed PhD defence may be held if the PhD thesis contains information classified for patent, protection or national security reasons.
32. Delaying publicity must be initiated by the PhD candidate in an application addressed to the president of the University Doctoral Council (UDC). The application must contain the reasons for the exclusion of the public, the duration of the delay, as well as a statement of support from the supervisor and the head of the Doctoral Division.
33. A request to delay publicity must be submitted at the same time as the PhD thesis. The decision on the application is taken by the University Doctoral Council (UDC) on the basis of a supportive opinion from the Quality Control and Evaluation Board (QCEB). The acceptance of the application does not relieve the PhD candidate of any of his obligations, he/she must prepare the required documents in the appropriate number of copies, and the QCEB is obliged to conduct a regular preliminary opinion procedure.
34. If the application is accepted, only the defense committee and the opponents may participate in the defence procedure in addition to the PhD candidate. The President of the University Doctoral Council (UDC) shall delegate an observer from among the voting representatives of the UDC to the PhD defence, who shall endorse the PhD defence minutes and provide the President of the UDC a brief report on the course of the PhD defence. The observer shall not take part in the work of the PhD defense committee or in decision-making, but shall assist the UDC in deciding on the award of the PhD degree.
35. In the case of a PhD theisis defence organised in the absence of the public, the PhD thesis does not have to be sent to the Central Library, and the thesis booklet and invitations are also sent only for the experts participating in the evaluation. However, the fact of the PhD thesis defence, the title of the thesis and the composition of the defense committee must be published on the homepage of the PhD training. At the end of the delay period, the missing parts of the doctoral procedure (sending the thesis booklet, publishing the PhD thesis on the website of the PhD training, etc.) must be compensated. The burden of replacement is borne jointly by the PhD candidate and the Doctoral Office.
36. The acquisition of a PhD degree must be declared in the FIR. The head of the Doctoral Office is responsible for carrying out this task.
37. Based on the records of the PhD degree, the qualification of the degree acquisition is determined by the President of the University Doctoral Council (UDC) and approved by his signature. At the request of the student, the Doctoral Office issues a certificate of the qualification of the PhD defence, indicating that the certificate does not mean the award of the PhD degree.
38. In the event of two negative evaluations or after an successful PhD thesis defence, a new procedure may be initiated no earlier than once in the same research subject after two years have elapsed from the date of the unsuccessful defence.

##### § 24 [The PhD Degree]

1. The University Doctoral Council (UDC) decides on the award of the PhD degree based on the report of the PhD thesis defence committee (the minutes), and taking into account the proposal of the Council of the Doctoral Division. The Doctoral Office issues an official certificate of the decision at the request of the PhD candidate.
2. The qualification of the PhD degree shall be determined from the simple arithmetic average of the marks obtained on the defence. Qualifications of the PhD degree are:

"Rite" (3,33-3,99)

"laude"(4,00-4,50)

"summa laude"(4,51- ).

1. The University issues the PhD Diploma in Hungarian and English.
2. The issuance of a joint PhD degree with a foreign or other Hungarian university is possible if the heads of institutions have agreed on the joint PhD training and its conditions. In the case of an agreement on joint PhD training and its conditions, it is not necessary to authorise the foreign higher education institution to operate in Hungary.
3. The Doctoral Diploma is a public document bearing Hungary’s coat of arms, which contains the name of Semmelweis University, its institutional identification number, the serial number of the diploma, the name of the holder of the PhD diploma, his/her name at birth, place and date of birth, the name, branch of science and/or academic discipline of the awarded PhD degree, and the place, year, month and day of issue. It also contains the original signature of the rector of Semmelweis University and the president of the University Doctoral Council (UDC), as well as the imprint of the University's stamp.
4. In accordance with the traditions of the University, PhD graduates are awarded their PhD degree once a year at a solemn, public Senate meeting held on University Day (Dies Academicus).
5. With the prior consent of the President of the Republic, the University awards a PhD degree with the award "Promotio sub auspiciis praesidentis Rei Publicae" to those whose performance during their studies at secondary schools, higher education institutions and PhD training has always been rated as the highest as defined in the Government Decree, and provided that they have also performed outstanding during the PhD degree acquisition procedure.
6. An honours PhD degree award is initiated by the PhD candidate concerned in a written application to the University Doctoral Council (UDC). PhD degree holders may use the abbreviation "doctor" or "Dr." and the designation Doctor of Philosophy" or "Ph.D." as titles next to their name.
7. The UDC may, on the recommendation of the Quality Control and Evaluation Board (QCEB), naturalise a scientific degree obtained abroad as a PhD degree if the requirements for obtaining it meet or, by imposing and fulfilling additional conditions, can be brought into line with the requirements for obtaining a PhD degree set out in these Regulations.
	1. the application for naturalization (on the form uploaded to the Repository of Forms) and the documents to be attached must be submitted by the applicant to the Doctoral Office
	2. the task of the Doctoral Office is to verify the completeness and authenticity of documents. The Doctoral Office requests the opinion of the Hungarian Equivalence and Information Centre of the Educational Authority if it cannot be established with certainty from the original PhD diploma or from its certified translation that the PhD diploma certifies the award of a PhD degree to the applicant, or if the authority of the issuing institution to award a PhD degree cannot be established.
	3. Based on the application and the attached documents, the Quality Control and Evaluation Board (QCEB)gives an opinion on whether the scientific results of the applicant's PhD thesis meet the conditions required for the award of a PhD degree at Semmelweis University in the given academic discipline. The Quality Control Committee (QCEB) may propose to fulfil additional conditions if they correspond to the requirements for awarding a PhD degree in the relevant academic discipline.
	4. The opinion of the Quality Control and Evaluation Board (QCEB) on the application for PhD degree naturalization is submitted to the University Doctoral Council (UDC) by the President of the QCEB. The University Doctoral Council (UDC) decides on the naturalization application by simple majority vote and records the decision in a written resolution. In the event of any refusal, the UDC shall give reasons for its decision. The UDC must reject the application for naturalization if the scientific results of the applicant's PhD thesis differ from the conditions required for the award of the PhD degree at Semmelweis University in the given academic discipline to such an extent that the requirements cannot be fulfilled even under additional conditions.
	5. The President of the University Doctoral Council (UDC) shall notify the applicant of the UDC's decision.
	6. The University issues a decision on the naturalized PhD degree.
8. The certificate of a naturalized PhD degree does not contain a qualification The administrative tasks of the naturalization process are carried out by the Doctoral Office

##### § 25 [Revocation of a PhD Degree]

1. A PhD degree may be revoked if it is credibly proved that the person obtaining the PhD degree did not meet an essential condition for obtaining the PhD degree through his or her fault, in particular if he or she presented in whole or in part another person's intellectual creation as his/her own, or if he/she used false or falsified data in his/her PhD thesis, thereby deceiving (kept in deceit the body or persons dealing with the PhD case). The procedure for revoking the PhD degree may be initiated during the life of the person concerned.
2. The procedure for revoking the PhD degree may be initiated at the President of the University Doctoral Council (UDC) by the person who proves or makes it probable that paragraph 1 has been made. However, on the grounds that the person concerned has presented in whole or in part another person's intellectual creation as his/her own, or has used false or falsified data in his/her PhD thesis, thereby deceiving the body or persons dealing with the PhD case, a person who holds a PhD degree or an equivalent scientific degree in an academic discipline related to the subject matter of the PhD thesis in dispute may initiate the procedure for revoking the PhD degree.
3. The decision to revoke the PhD degree is taken by the University Doctoral Council (UDC). The President of UDC shall seek the opinion of the council of the competent doctoral division and, if justified, may request an opinion of an ethics committee from Scientific Ethics Committee of the University (SECU). The withdrawal procedure may be entrusted by the UDC with expert(s) and the interested party shall be heard in the procedure. If the interested party fails to appear despite repeated regular notice or requests not to be heard, the UDC shall be entitled to take a decision without being heard. If a final court judgment has been given on the reason on which the withdrawal procedure is based, the UDC does not need to carry out a separate investigation in this regard. If court proceedings are pending against the data subject relating to the cause on which the withdrawal procedure is based, the UDC shall suspend the proceedings until a final judgment has been delivered.
4. Any appeal submitted by the person concerned against the decision in the withdrawal procedure shall be considered by the Senate on the basis of a proposal from an ad hoc committee set up by the University Doctoral Council (UDC). The members of the ad hoc committee are senior members of a division of the Semmelweis University Doctoral School, but half of the members may not have an employment relationship with the University. In its proceedings, the Senate shall apply the provisions of Articles 57 to 58 of the National Higher Education Act (NHEA) accordingly.
5. The final decision of withdrawal shall be made public by the University.
6. In the event of final withdrawal of the PhD degree, the person concerned may not apply for another PhD award procedure for 5 years from the date on which the decision becomes final.

### 3. Organisational Structure of PhD Training

##### § 26 [Organisational structure of PhD training]

The Semmelweis University Doctoral School (hereinafter: SE DI), registered by the Educational Authority, is made up of Doctoral Divisions (DD). The governing body of the Doctoral School is the University Doctoral Council (UDC). The operation of Doctoral Divisions is managed by UDC. The operation of the University Doctoral Council (UDC) is determined by the Doctoral Regulations and the Organizational and Operational Rules of the University Doctoral Council (UDC).

##### § 27 [The University Doctoral Council]

1. The PhD training and PhD degree award procedure is managed by the University Doctoral Council (UDC). The rules governing the formation, composition, tasks and competence of the UDC are contained within these Regulations.
2. The University Doctoral Council (UDC) is a joint self-governing body of PhD students, faculty holders (PhD teachers), and PhD candidates. With the exception of student representation (members of the Doctoral Student Union), members of the University must be professionals with academic degrees. With the exception of student representation, voting rights are held by those members of UDC who meet the conditions for senior membership.
3. Members of University Doctoral Council (UDC):
	1. the President of UDC,
	2. the Vice-President of the UDC,
	3. heads of Doctoral Divisions, heads of the Council of Doctoral Divisions
	4. 1-1 delegate from the Faculty Council of the faculties participating in the work of the Doctoral Divisions,
	5. the outgoing President of UDC for a further term (5 years),
	6. 1 person delegated by the Doctoral Student Union (hereinafter DSU) who holds a scientific degree,
	7. the Vice-Rector for Science and Innovation,
	8. the President of the Council of Scientific Students' Association (TDK)
	9. Head of the Research Management Working Group
	10. at least two persons who are not in an employment relationship with the University,
	11. chair persons of the standing committees (Education and Credits Committee, Review and Quality Control Committee, International Committee and Committee of Disciplinary Procedures) elected by the UDC on a proposal from among UDC members or non-UDC members listed in points (c) to (f),
	12. the president of the DSU or his representative delegated by the DSU.
4. The members of the UDC are presented to the Senate by the President of the UDC, and after approval by the Senate, the mandate is given to the members by the rector. The term of office of UDC members shall be 5 years, renewable several times for up to a further period of 5 years. UDC membership of Doctoral Division Heads lasts until the end of their term of office. If the term of office of a member of the UDC ends before the end of his/her mandate, the Senate shall rank on the basis of the proposal specified above, and then the rector shall decide on the appointment of a new member.
5. The following professionals shall participate in the work of the UDC with consultative and proposal powers:
6. representatives of external institutions involved in PhD training,
7. as permanent invitees, representatives of faculties which do not delegate full members to the UDC,
8. President or delegated representative of the Centre for Translational Medicine (CTM), President of the Students’ Scientific Association of the Faculty of Health Sciences
9. other permanent and ad hoc invited persons approved by the UDC.
10. The UDC shall meet as necessary and at least four times a year. Meetings of the UDC shall be convened by its president and a quorum of half of the members with voting rights +1 member must be present. Decisions are taken by the University Doctoral Council (UDC) and minutes of its meetings are drawn up. The decisions of the UDC are published electronically by the Doctoral Office within 10 working days of the meeting. The decisions are available to the citizens of the university in electronic form on the website of the PhD training.
11. The rector; one third of UDC members; the DSU and the teachers/students belonging to the PhD programs (at least 50 people) may initiate an extaordinary UDC meeting by indicating the reason. The President of the University Doctoral Council (UDC) shall convene the extraordinary meeting as soon as possible, taking into account the initiative indicated.
12. Personnel decisions concerning the members of the University Doctoral Council (UDC) shall be taken by secret ballot, and decisions on other matters shall be taken by open vote by simple majority vote. In open voting, in the event of a tie, the President shall have the casting vote. Any question shall be subject to secret ballot if requested by open ballot by 20% of the voting members of the UDC.
13. The recall of UDC members can be initiated by the UDC and those delegating the UDC member:
14. in the event of permanent impediment of the UDC member,
15. if the member is otherwise regularly absent from UDC meetings,
16. if for any reason a member becomes unworthy of UDC membership.

The decision to recall UDC members is taken by the Senate on the basis of a referral from the UDC.

1. Tasks of the University Doctoral Council (UDC):
2. decides on the rules of procedure of its own meetings;
3. gives its opinion on the proposal for the establishment and closure of Doctoral Divisions and the Doctoral School;
4. initiates the closure of Doctoral Divisions and the Doctoral School in justified cases;
5. regularly evaluates PhD training and PhD degree acquisition procedure at the University for the Senate;
6. gives its opinion and approves the proposal submitted on the composition of the Council of Doctoral Divisions;
7. decide on the conditions of PhD training, submit the plan of PhD training to the Senate as part of the entire PhD training programme;
8. elect the heads of the Doctoral Divisions and propose them to the Senate, appoint or dismiss the members of the Council of the Doctoral Division;
9. directs and supervises the work of the Doctoral Divisions.
10. approves, on the basis of the proposal of the Councils of the Doctoral Division, the applications for the establishment of the PhD program and the teachers/researchers participating in it;
11. initiates the termination of the PhD program not fulfilling its task at the Senate, taking into account the opinion of the Council of the Doctoral Division;
12. announces the PhD training starting in the Doctoral Divisions and its conditions;
13. decides on the initiation of PhD degree acquisition procedures on the basis of proposals from the head of the doctoral division;
14. decides on the acceptance of applications for the complex exam,
15. decides on the award, naturalisation and revocation of PhD degrees;
16. appoints, on the proposal of the doctoral divisions, the members of the entrance exam committee, the members of the PhD defence committee and the official reviewers (opponents), as well as the chairman and members of the complex examination committee and the PhD theoretical exam (the latter examination applies only to PhD students enrolled before 1 September 2016), which it may delegate its authority to appoint to the Council of the competent Doctoral Division;
17. approves PhD supervisors and teaching staff of Doctoral Divisions;
18. decides on the PhD student's application for a closed PhD thesis defence;
19. with the exceptions specified in these Regulations, considers PhD student applications submitted in academic, examination and social matters; after seeking the opinion of the Educational and Credit Board (ECB)and the university equality assuring coordinator, it examines requests for assistance, exemptions and discounts from PhD students and PhD candidates with disabilities;
20. pursuant to Senate Resolution 50/2013 (IV.25.), in case of suspicion of an ethical violation falling within the scope of the Code of Ethics of Science of the Hungarian Academy of Sciences, it proposes to the President of University Doctoral Council (UDC) to request an opinion of an ethics committee from the University's Regional and Institutional Scientific and Research Ethics Committee (hereinafter: SECU) if justified;
21. at the request of the PhD student concerned, proposes the award and inauguration of an honours doctorate;
22. gives its opinion to the Senate on the Rector's proposals for the award of honorary doctorates and professorships;
23. decides:
	* 1. on the distribution of Hungarian state scholarship places among Doctoral Divisions;
		2. on financial support for PhD courses;
		3. the use of the state normative funding for PhD training;
24. organises joint courses for all Doctoral Divisions;
25. decides on PhD training programs organised jointly with other universities or scientific institutions;
26. lays down the conditions for the participation of foreign citizens in PhD training programs;
27. prepares the Doctoral Regulations and their necessary amendments;
28. decides on the amount of cost and proposes to the rector discounts and exemptions related to the payment of costs;
29. announces applications for MD-PhD, pre-doctoral and postdoctoral scholarships within the available framework and decides on their award;
30. organises the administration, representative and professional appearance and presentation of PhD training programs (conferences, homepage of PhD training, etc.);
31. the University Doctoral Council (UDC) has the rights and obligations set out in the Doctoral Regulations in management, budgetary and development issues concerning PhD training and the PhD degree acquisitions;
32. It shall set up standing and ad hoc committees to provide opinions, suggestions, prepare decisions and carry out monitoring tasks.
33. The UDC shall be assisted by the following standing committees as provided for in these Regulations:
	1. Education and Credits Committee (ECB)
	2. Quality Control and Evaluation Board (QCEB)
	3. International Committee (ICP)
	4. Committee of Disciplinary Procedures (FEB)
34. The members of the committees specified in points (a) to (c) of paragraph (11) shall be delegated by the Doctoral Divisions and the Doctoral Student Union (DSU) as follows:
35. ECB: as a delegate of the Council of Doctoral Divisions 1 person per Doctoral Division, 1 person delegated by the Doctoral Student Union (DSU)
36. QCEB: as a delegate of the Council of Doctoral Divisions, 1 person per Doctoral Division, 1 delegate by the Doctoral Student Union (DSU)
37. NB: As a delegate of the Council of Doctoral Divisions, 1 person per Doctoral Division, 1 delegate by the Doctoral Student Union (DSU)

The term of office of committee members delegated by the Doctoral Divisions is 5 years, while the term of office of members delegated by the Doctoral Student Union (DSU) is 1 year.

1. The committees shall:
2. have the chairperson elected by the University Doctoral Council (UDC) for 5 years;
3. have the University Doctoral Council (UDC) approve the rules of procedure;
4. be conveneed by the President of the Committee;
5. have half of their members +1 member present in order for a quorum to vote.
6. Minutes of committee meetings shall be drawn up and sent electronically by the committee chairperson to the President of the University Doctoral Council (UDC) and committee members within 5 days of the committee meeting. Decisions on personnel matters shall be taken by secret ballot and on other matters by open vote. Decisions of the committees shall be taken by simple majority vote. In open voting, in the event of a tie, the Chairperson shall have the casting vote. Any question shall be subject to secret ballot if requested by open ballot by 20% of the members of the Committee.
7. With regard to the operation of the Committee of Disciplinary Procedures (FEB), Chapter III to the Organisational and Operational Rules shall apply. The Disciplinary and Compensation Regulations (hereinafter: Disciplinary and Indemnity Policy), which form part V of the Educational Requirements for PhD Students, and the Code of Ethics shall apply in ethical matters, excluding the composition of the committee. The FEB meets occasionally at the written request of the President of the University Doctoral Council (UDC). The request shall specify the subject matter of the ethics and disciplinary procedure. The Committee of Disciplinary Procedures (FEB) shall then be entitled to hear any person interested in the case. The FEB shall notify the President of the University Doctoral Council (UDC) in writing of the outcome of the ethics or disciplinary procedure.
8. The tasks of the Education and Credit Committee (ECB) are:
	1. coordinates organized PhD training and monitors its quality;
	2. gives its opinion on matters relating to PhD training and prepares it for decision for the University Doctoral Council (UDC) or UDC President;
	3. organises compulsory elective courses for all PhD students;
	4. coordinates PhD courses organized by Doctoral Divisions (DDs) and organizes PhD course publicity which must be completed no later than 2 weeks before the first day of the PhD course registration period set for PhD students;
	5. determines the academic credit value of PhD courses;
	6. prepares proposals for grant applications for PhD course costs to the President of the University Doctoral Council (UDC).
	7. It examines applications that participants may submit as residents for recognition within PhD training from the period of residency internship they have completed in the higher specialist training system specialising in health care or as central trainees in specialist training defined to ensure the supply of teachers at higher education institutions. In the case of a research area related to resident/central traineeships, the Commission may propose to the University Doctoral Council (UDC) the recognition of a maximum of two semesters or sixty credits
	8. considers PhD student applications for authorisation of a visiting studentship and recognition of credits earned by visiting studentship.
9. The tasks of the Review and Quality Control Committee are:
	1. based on the proposals of Doctoral Divisions (DDs), to give an opinion on the academic disciplinary classification of PhD students and supervisors;
	2. evaluation of academic performance in relation to the PhD award procedure;
	3. opinion/appointment of the composition of the the examination board of the PhD theoretical exam, the complex exam and that of the PhD thesis defence committee (based on the submitted proposal sheet);
	4. quality control covering all activities of Doctoral Divisions (DD);
	5. preparing decisions on applications for naturalisation of PhD degrees;
	6. commenting on new PhD training programme proposals of the Doctoral Divisions (DDs);
10. The tasks of the International Committee are:
	1. prepares agreements with foreign universities for joint PhD training;
	2. gives its opinion on the award of PhD diplomas resulting from joint full-time or part-time PhD training;
	3. liaises with universities with which we have a valid cooperation agreement and with which we do not have one, but such an agreement is expected or desirable;
	4. organizes the process of involving international students in PhD training.
11. Ethical, disciplinary and compensation matters arising in the Doctoral Divisions are dealt with by the Committee of Disciplinary Procedures - in accordance with the Rules of Discipline and Indemnification, the Code of Ethics and these Regulations. If the committees assisting the UDC or UDC itself evaluates an application submitted by PhD students for academic, examination or social matters, they shall apply Chapter II of the Educational Requirements for PhD Students with respect to matters not regulated in these Regulations.
12. Research Management Working Group
	1. The aim of the Research Management Working Group is to support and ensure the quality assurance of PhD training and to facilitate the succession of supervisors. In order to fulfil this role, it shall perform the following tasks:
		1. It supports the training of PhD students. It assists PhD students who do not meet the requirements of the complex exam, *absolutorim* (certificate of completion) and the publication requirements of the PhD award procedure on time to obtain a PhD degree. It assesses the hindering circumstances individually, evaluates and assists PhD students in obtaining their PhD degree with an individualized work plan. It identifies possible shortcomings in the supervisor's activity and makes proposals for their removal, if necessary involving a co-supervisor. If the supervisor is not satisfied with the student's research work, the Research Management Working Group provides a mediation service between the student and the supervisor, if necessary, helps the student find a new supervisor. If the PhD student is not expected to obtain a PhD degree, he/she initiates the termination of his/her PhD student status with the President of UDC with the agreement of the head of the doctoral division. The University Doctoral Counncil (UDC) decides on termination of the legal relationship on the basis of the referral.
		2. It assists in the accreditation of supervisors of former PhD students who have obtained a PhD degree. By training new supervisors, it contributes to the quality assurance of PhD training and to the succession of supervisors.
		3. It tracks the career progression of PhD students and develops control systems that detect PhD students who are lagging behind. Based on the data of PhD theses and defenses, it carries out monitoring activities in order to achieve the goals of the Doctoral Divisions, to achieve more efficient and better quality PhD training for the realisation of elite PhD training. By analysing the work of high-performing PhD students and supervisors, it identifies good practices that can be adopted to improve the quality indicators of PhD training and PhD degree aquisition.
		4. It proposes the introduction of compulsory and optional training elements.
		5. It monitors the fulfilment of research conditions at research sites and, in case of non-compliance, formulates recommendations for creating the necessary conditions.
		6. It provides the following services to PhD students and teachers:
			1. student and teacher research methodology training,
			2. organization of individual trainings according to demand and consultation,
			3. methodological consultation of the PhD student and supervisor in case of obstacles in the process of obtaining a PhD degree, overview and problem analysis of the research process, scientific consultancy,
			4. identifying deficiencies in research conditions at research sites and facilitating their elimination.
		7. At the request of the President of the University Doctoral Council, in cooperation with the heads of research organisations/sites, it carries out the screening of research organisations/sites: the verification of research conditions and research performance. Based on the results, it makes a recommendation to improve the performance of the research centre: to optimize institutional, structural and personnel conditions. It monitors and helps to put recommendations into practice. In order to achieve the above goals, the Research Management Working Group cooperates with the University Doctoral Council, Doctoral Divisions, the Doctoral Office and the Doctoral Student Union (HÖK); within this framework they assist each other's work by providing mutual data. It initiates cooperation to achieve quality assurance and PhD training objectives.
	2. The Research Management Working Group operates under the supervision of the President of the University Doctoral Council (UDC) and its chairperson is elected by the UDC on the proposal of the UDC President. The working group shall be headed by a voting member of the University Doctoral Council (UDC).
	3. Duties of the Head of the Research Management Working Group:
		1. mediates between the UDC and the working group,
		2. reports annually to the UDC on the achivements of the working group,
		3. assigns candidates for consultation and technical assistance to the members of the Working Group together with the members of the Research Management Working Group and supervises the consultation process,
		4. if necessary, proposes the involvement of a co-supervisor in order to ensure the success of PhD degrees,
		5. organises quality assurance and innovation tasks together with the Working Group and monitors their completion,
		6. prepares the working arrangements for the Working Group and submits them to the University Doctoral Council (UDC) for approval.
	4. The financial and professional background of the operation of the Research Management Working Group is provided by University Doctoral Council (UDC).

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##### § 28 [President of the University Doctoral Council]

1. The University Doctoral Council (UDC) is headed by a president. The President of the UDC is appointed by the rector after the UDC has given its opinion and rankings by the Senate. The president of UDC may be a habilitated university professor. The term of office of the President shall not exceed 5 years and may be renewed once for further periods not exceeding 5 years.
2. The rector calls for applications for the position of president of the UDC. After the application deadline, the rector shall establish a committee consisting of a chairman and four members to evaluate applications, which may not include the holder of the power of appointment or assignment.
3. The UDC holds a council meeting to hear the presentations and programmes of the candidates for UDC chairperson and then gives its opinion on the applications by secret ballot. The UDC shall constitute a quorum if at least one more person is present above half of the eligible voters. A candidate must have the affirmative vote of an absolute majority of those present, that is, more than half of those present, in order to support the application. If there is more than one candidate, the UDC shall deliver its opinion by ranking in favour of it. In the event of a tie, candidates shall be ranked in the same ranking position.
4. The Senate shall decide on the ranking of applications for the appointment of UDC President at its first session after the UDC meeting, considering the opinion of the UDC. A candidate must have the affirmative vote of an absolute majority of those present, i.e. more than half of those present, in order to support the application. If there are multiple candidates, applications are ranked by the Senate in proportion to the votes casting in the affirmative. In the event of a tie, candidates shall be ranked in the same ranking position.
5. The rector shall decide, after considering the opinion of the committee, the UDC and the Senate, no later than 30 days after the Senate meeting, on the issuance of the UDC presidential mandate. The Rector notifies the Hungarian Accreditation Committee (MAB) and the National Doctoral Council of the appointment of the UDC President.
6. Each member of the UDC may, by a two-thirds vote, request the rector to recall the UDC president.
7. President of the University Doctoral Council (UDC)
	1. represents UDC in the National Doctoral Council;
	2. is elected to the Senate and proposes in writing the agenda for sessions of the Senate;
	3. prepares and chairs the meetings of the University Doctoral Council;
	4. initiates the convening of the bodies of the Doctoral Student Union (DSU);
	5. make proposals on matters concerning PhD training and the acquisition of PhD degrees falling within the competence of higher university or other bodies;
	6. directs and supervises the work of the Doctoral Office;
	7. exercises the power of publication and remittance (i.e. of issuing official documents and pay remittances) as specified in other relevant regulations;
	8. nurture and develop the international relations of the Doctoral Divisions;
	9. liaise with university professional-advocacy organizations ;
	10. in case of suspicion of an ethical breach falling within the scope of the Code of Ethics of Science of the Hungarian Academy of Sciences, upon the proposal of the University Doctoral Council (UDC), requests an opinion of an ethics committee from the Research Ethics Committee (SECU) and informs the head of Doctoral Division (DD) at the same time;
	11. directs and supervises the teaching, educational, scientific and management work of the University Doctoral Council;
	12. invites official reviewers to prepare their opponents' opinions; calls, furthermore, on the chairman and members of the PhD defence committee;
	13. report on his/her activities at least once a year to the University Doctoral Council (UDC) and the Senate.
8. The President is assisted by the Vice-President, who, on the proposal of the President of the UDC, is appointed by the Rector for a maximum of 5 years after seeking the opinion of the UDC and the Senate. The Vice-President is a habilitated university lecturer and his term of office of up to 5 years may be extended several times, each for a further maximum of 5 years. The rules governing the election of the President of the University Doctoral Council (UDC) shall apply to the appointment of the Vice-President.

*4. Senior Members of the Semmelweis University Doctoral School*

*§ 29 [Senior Members]*

1. The new senior member is proposed by the Council of the Doctoral Division. The proposal for senior membership is approved by the University Doctoral Council (UDC).
2. The senior member meets all of the following conditions:
	1. has a scientific degree,
	2. carries out high-level international scientific activities in one of the academic disciplines or research fields of the University Doctoral School, which scientific activity can be examined on the basis of the database of the Hungarian Scientific Bibliography (HSB),
	3. has proved his/her suitability to manage PhD candidates by supervising at least one PhD student who obtained a PhD degree, in the case of an already operating doctoral school or a registered school,
	4. is a full-time employee as a health service professional in a teaching position or a scientific researcher employed by the University who designated the University for the determination of the budget support in accordance with Act CCIV of 2011 on National Higher Education (hereinafter: NHEA) pursuant to Section 26(3).
3. One may become a senior member by meeting the conditions set out in points (a) to (c) of paragraph (2) and the accreditation conditions of the Hungarian Accreditation Committee (MAB):
	1. a professor emeritus engaged in active research activities, if he is an emeritus of the University, with the approval of the UDC, and
	2. senior researcher with the title of doctor of the Hungarian Academy of Sciences employed in a research institute, full-time, employment or health service relationship, if the University has concluded an agreement with the research institute in this regard.
4. The condition for senior membership is that the lecturer or researcher is not on permanent unpaid leave or on a study trip abroad for more than one year at the time of foundation of the doctoral school and/or at the time of entry or election to the doctoral school. The senior member participates in the training both as supervisor and teacher. Before appointment, a senior member shall comply with paragraphs 1 and 2 for at least one PhD training cycle and during the PhD thesis acquisition procedure procedure of that cycle.
5. A foreign citizen may be a senior member of the Doctoral School who meets the requirements set out in the relevant legislation and these Regulations.
6. A person can only be a senior member of one doctoral division and one single doctoral school. Among the senior members of the Semmelweis University Doctoral School, the majority of university professors must be continuously ensured.
7. The term of office of a senior member, other than a senior member emeritus, shall expire in the year in which (s)he reaches the age of 70. The discontinuation of a senior member who resigns due to reaching the age limit will take effect from 30 June.
8. In the event of termination of the senior membership requirements, the University Doctoral Council (UDC) may award the title of Senior Member Emeritus. The title of Senior Member Emeritus is requested either by the Senior Member or initiated and granted by the UDC – for an indefinite or fixed period. The title of the Senior Member Emeritus may be awarded to a person who has been a Senior Member for at least 5 years and who has a documented connection to the institution. The senior member emeritus is not obliged to be a supervisor, he is not involved in the evaluation procedure of the Hungarian Accreditation Committee (MAB); therefore, the requirements for senior members do not apply to him. The title of senior member emeritus may be revoked by UDC at its own jurisdiction, e.g. upon termination of the relationship, or this may also be requested by the member emeritus.

### 5. Doctoral Divisions

##### 30. § [Divisions of the Semmelweis University Doctoral School]

1. The tasks of Doctoral Divisions (hereinafter: DD) are to manage the training of PhD students, including the management of the admission procedure, the development of PhD training plans, the definition of the subjects and curriculum of the PhD theoretical exam and the complex exam, the conduct of examinations, the organization of public debates or closed sessions of the PhD thesis, as well as the monitoring of students' academic progress and the evaluation of supervision according to professional aspects.
2. The application for the establishment of a new Doctoral Division will be prepared by at least 5 senior members of the Council of the future Doctoral Division, evaluated and commented on by the University Doctoral Council. The establishment of the Doctoral Division is approved by the Senate. The senior member of the Council of the Doctoral Division may be a senior member of the Semmelweis University Doctoral School.
3. The work of the Doctoral Division is directed by the Head of the Doctoral Division, who is assisted in his work by the Council of the Doctoral Division.
4. The Doctoral Division consists of one or more accredited PhD training programs (hereinafter referred to as the program) and research themes. The University Doctoral Council (UDC) makes recommendations to the Senate for the adoption and termination of programs. The conditions for presenting a new program are set out in these Regulations. Within the program, topics can be grouped into sub-programs if necessary, but the sub-program and its leader do not have independent powers in the organizational system of Doctoral Divisions of Semmelweis University.
5. In order to ensure uniform operation, the detailed rules of procedure and rules concerning the detailed tasks and competences of the divisions and the Council of the Doctoral Division are contained in the Organizational and Operational Rules approved by the University Doctoral Council (UDC).

##### § 31 [The Doctoral Division Council]

1. The Council of the Doctoral Division is the body assisting the work of the Head of Division, which also performs the tasks delegated by the University Doctoral Council (UDC).
2. The tasks of the Council of the Doctoral Division are:
	1. proposes to the UDC the supervisor and the research topic(s) that it may promote;
	2. designates the PhD courses of the division every semester;
	3. determines the syllabus and items of complex exam subjects, the PhD courses required for admission to the exam and the recommended PhD courses and the written curriculum proposed for preparing for the exam;
	4. designates the subjects of the complex exam for a given student based on the proposal of the program leader;
	5. appoints the members of the division’s entrance exam committee by powers delegated by the UDC, on a proposal from the program leaders,
	6. appoints the members of the PhD thesis defence committee and the official reviewers, as well as the chairman and members of the examination committee for the PhD theoretical exam and the complex exam on the basis of a proposal from the program leaders, delegated by the UDC. Appointments shall be approved by the President of the Quality Control and Evaluation Board (QCEB).
	7. carries out performance evaluation during PhD training,
	8. recommends to UDC the launch and termination of new programs;
	9. authorizes the tasks of the PhD student's duties outside the university in individual cases;
	10. proposes to UDC a list of scientific journals (domestic and foreign) that meet publication requirements.
3. The Council of the Doctoral Division holds its meetings in person or online as needed, but at least once a year. The members of the Council may be senior members delegated to the division by the University Doctoral Coouncil, program leaders of the division and supervisors chosen by them. Its members shall be appointed and dismissed by the UDC. A senior member can be delegated to only one division. The quorum of the Council of the Doctoral Division is reached if more than half of its voting members are present. Minutes of meetings shall be drawn up. Decisions on personnel matters shall be taken by secret ballot and in other matters by open vote, by simple majority vote. In open voting, in the event of a tie, the Chairman shall have the casting vote. A secret ballot shall be held on any issue if requested by open vote by 20% of the members of the Council of the Doctoral Division.
4. Changes in the composition of the council/senior members of the Doctoral Division, the structure of the Doctoral Division and the program leader must be reported to the President of the University of Doctoral Council (UDC).
5. The Council of the Doctoral Division must designate at least one person (the Secretary of the Doctoral Division) who can be contacted by the teachers and students of the Doctoral Division or by those interested in the work of the Doctoral Division. The name(s) and contact details of this person(s) shall be indicated on the website of the PhD training.

##### § 32 [Head of the Doctoral Division]

1. The head of the Doctoral Division, who is a university professor and senior member, is responsible for the scientific quality and educational work of the Doctoral Division.
2. The tasks of the head of the Doctoral Division are:
	1. appoints the entrance exam committee and ensure that the results of the admission are recorded in the online admission system;
	2. ex officio supervisor of students admitted by the Doctoral Division (DD) for organized PhD training for the first semester without appointing a supervisor;
	3. determines the academic research field on the basis of which the conditions for obtaining a PhD degree can be determined;
	4. approves the members of the PhD theoretical exam committee, that of the complex examination committee and the PhD thesis defence committee based on the proposal of the program leaders and sends it to the QCEB;
	5. invites the members of the examination committee for the PhD theoretical exam and that of the complex exam, and organizes the exam;
	6. annually prepares a final report on the results of the Doctoral Division (DD) of the previous year for the first spring meeting of the University Doctoral Council (UDC).

##### 33. § [Election of the Head of the Doctoral Division]

1. The head of the Doctoral Division is elected by the University Doctoral Council (UDC) from among the professorial senior members of the doctoral division – on the majority proposal of the Council of the Doctoral Division – and appointed by the rector after approval by the Senate for a maximum period of five years. The appointment may be renewed several times.
2. The Council of the Doctoral Division proposes the person of the senior member in the framework of a council meeting. Before the council meeting, the leader appoints a three-member nomination committee whose members take stock of potential candidates.
3. The chairperson conducting the vote shall be appointed by the head from among those members of the Council of the Doctoral Division who are not on the nomination list. From among the candidates, the Council of the Doctoral Division selects the proposed person by secret ballot. Candidates may be questioned by members of the council. A quorum shall exist if at least one more person is present above half of the eligible voters. All members of the Council of the Doctoral Division present shall have the right to vote. A candidate shall be electable if he obtains more than half the votes of the members present entitled to vote.
4. The proposal for a person selected by the Council of the Doctoral Division is reviewed by the University Doctoral Council (UDC) and submitted to the Rector of the University. If the new head or senior member of the Doctoral Division is elected for reasons other than reaching the age limit, the steps in the scenario should be implemented as soon as possible, as appropriate. If the outgoing leader is unable to perform the duties detailed above, the President of the UDC shall appoint a member of the Council of the Doctoral Division to administer the nomination and election.
5. The term of office of the Head of the Doctoral Division expires in the year in which he reaches the age of 70. The procedure shall be the same if the managerial post is terminated for any other reason.
6. The resignation of an outgoing leader due to reaching the age limit will take effect from 30 June. The new leader will be appointed on 1 July. In this respect, the rules of procedure corresponding to the change of head of university department shall prevail.

##### § 34 [PhD Training Program]

1. The PhD program in scientific training (hereinafter referred to as the program) is an organizational form developed in a branch of science and academic discipline/research field of the Doctoral Division, which is suitable for preparing the PhD student for obtaining a PhD degree.
2. The establishment of a new program in the Doctoral Division and the termination of a previously organized program are possible based on the decision of the University Doctoral Council (UDC).
3. The condition for organizing a new program is that the program designates at least 6 supervisors, 6 or more scientific research topics, and prepares its PhD students with at least 1 course of specialized scientific knowledge of their research field.
4. The UDC decides on the termination of programs on the proposal of the Council of the Doctoral Division and on the basis of the opinion of the Quality Control and Evaluation Board (QCEB). The termination of the program may be initiated by the program leader. The termination of the program is initiated by the Council of the Doctoral Division if:
	1. supervisors do not carry out the scientific activities prescribed by the supervisor requirements, or
	2. no student has been admitted within 3 years, or
	3. no successful PhD course has been organised within 3 years, or
	4. They have not had a successful PhD thesis defence within 3 years; however, in the case of a new program, the latter condition can be assessed for the first time after year 9.
5. Supervisors of the program that ceases to exist may initiate their accession to another program.

##### § 35 [Founding of a New PhD program]

1. The request to launch a new program (using the form specified in the repository of forms) may be submitted by the head of the doctoral division to the president of the University Doctoral Council (UDC), who shall invite the Council of the relevant Doctoral Division, the Quality Control and Evaluation Board (QCEB) or the expert(s) chosen from among the members of the UDC for an opinion. In the light of the opinion(s) formed, the UDC shall decide on the launch of the program.
2. The condition for establishing a new program is a declaration of acceptance issued by the head of the division. If the head of the division proposes to the University Doctoral Council (UDC) to establish a new program, he/she assumes in writing the responsibility of regularly allocating Hungarian state scholarship student places to the new program from the Hungarian state scholarship PhD student positions of the division during the ramp-up of the new program, depending on applications.
3. In order to start a new PhD program, the name of the host division, the declaration of acceptance, the name of the planned program, its professional outline of the PhD training system (1-2 pages), the planned PhD course(s), the names of the supervisors of the program, the titles and descriptions of the proposed PhD research topics must be provided. For supervisors not yet accredited at the University, the forms required for the accreditation of the supervisor must be completed and the professional CV and list of publications must be submitted. In addition to the acceptance of the PhD program, individual research topics can only be announced after the topic accreditation procedure specified in these Regulations.
4. There can be as many PhD programs in a division as are justified by the training needs and the given number of PhD students. It is not necessary for each academic discipline to have an independent PhD training program. The names of PhD training programs are short and informative.
5. A new PhD program can be organized if there are so many PhD students in the existing programs that the head of the division can no longer manage their affairs without organizational change and the involvement of a new divisional program leader. The new PhD program should be established by grouping old and new research topics to meet a significant need for scientific PhD training.
6. The PhD program brings together at least 6 active academic research topics and supervisors. When organizing a new PhD program, student supervision with similar themes performed in another PhD program must be eliminated and duplication of supervisory tasks must be prevented. The supervisors of the new PhD training program may only participate in other PhD programs if their accredited research topics differ significantly in each program.
7. A supervisor transferred to another division during the establishment of a new PhD program or reorganization may complete the preparation of PhD students working under his leadership in his original division. A different agreement may be concluded by the heads of the divisions concerned subject to the agreement of the president of the University Doctoral Council (UDC), by paying close attention to the balance of divisional PhD student numbers.
8. You can restart a discontinued PhD program based on a new procedure.
9. Translational Medicine Training Program (TMTP): The aim of TMTP is to prepare PhD students to apply the methodology necessary for the design and implementation of clinical trials at a skill level by implementing research projects based on the analysis of data obtained during clinical investigations and drawing scientific conclusions from them, thereby increasing the competitiveness of patient-care institutions for PhD students engaged in scientific activities in the field of healthcare and providing an appropriate career model for them.
10. TMTP is integrated into the system of doctoral divisions in a matrix system. The PhD students' supervisors are provided partly by the PhD program of "Translational and clinical pharmacology" of the Doctoral Division of Pharmaceutical Sciences and Health Technologies, and partly by other doctoral divisions.
11. TMTP offers both self-financed and state-funded PhD training, which is organized and conducted by the Translational Medicine Centre (TMC). The PhD program of PhD students participating in TMTP is determined by the TMC, but PhD students participating in TMTP can also take other courses offered by the doctoral divisions.
12. The state scholarship PhD student places provided specifically for TMTP expand the scholarship PhD student place framework of doctoral divisions providing supervisors beyond the number of state scholarships available to them.
13. The entrance examination for state scholarship and self-financed PhD students applying to TMTP is organized and conducted by the TMC, to which it is obliged to invite the head of the doctoral division providing the PhD student's supervisor or his representative authorized by him, who has the right to comment on the admission proposal.
14. Students admitted to TMTP conclude a cooperation agreement with the TMC, the supervisor and the head of the doctoral division providing the supervisor and the organizational unit employing the supervisor, which contract provides for the distribution of the PhD research fund framework between the TMC and the organizational unit employing the supervisor.
15. The monitoring of PhD students' academic progress and the evaluation of the supervisor's surveillance from a professional point of view are carried out by TMC. The curriculum of the complex exam of PhD students participating in TMTP is determined by the TMC, the subjects of the complex exam and the members of the complex examination committee are proposed by the TMC and submitted to the Quality Control and Evaluation Board (QCEB) through the Doctoral Office and by informing the head of the doctoral division with the right to comment.
16. PhD students participating in TMTP obtain their PhD degrees in accordance with the general rules laid down in the Doctoral Regulations. The TMC proposes the official reviewers (opponents) of the public PhD thesis defence and the members of the PhD thesis defence committee and submits them to the Quality Control and Evaluation Board (QCEB) through the Doctoral Office, by informing the head of the doctoral Division with the right to comment. The workplace and public debate of the PhD thesis are organised by the TMC in cooperation with the Doctoral Office.

##### § 36 [Head of a PhD Program]

1. The PhD program head can be a senior member of the University Doctoral School. He/she:
	1. is responsible for the professional quality of the PhD program, ensuring professional liaisons between PhD research topics within the program and between PhD programs of the Doctoral Division;
	2. proposes to the Doctoral Division the accreditation of new research topics, continuously supervises the activities of supervisors and the progress of PhD students belonging to the program, and, if necessary, initiates the elimination of research topics;
	3. proposes to the Doctoral Division the organisation of PhD courses within the program and participation of the program in other PhD courses;
	4. proposes the subjects of the complex exam that can be chosen by PhD students belonging to the PhD program of the Doctoral Division, determines their exact curriculum, examination items, the literature recommended for preparation and the range of PhD courses recommended for mastering the research subject;
	5. proposes to the Council of the Doctoral Division the members of the PhD theoretical exam and that of both the complex exam and the committee designated to evaluate the dissertation (i.e. the PhD thesis defence committee);

initiates and organizes the workplace discussion of the student's PhD thesis.

##### § 37 [Doctoral Supervisor]

1. The supervisor is a lecturer or researcher with a scientific degree entrusted with the management of the PhD student's scientific work and training, engaged in active research activities, who assumes responsibility for ensuring the career development of the PhD student.
2. In the research field of medicine and health sciences, the supervisor must be the first, last or corresponding author of at least one publication of the PhD student with an impact factor that serves as the basis for the PhD thesis. Those scientific professionals who do not meet the previous condition but play a significant role in the PhD student's training and in obtaining a PhD degree, may be indicated as consultants in the PhD thesis.
3. Rights and duties of the supervisor:
	1. announcing a scientific research topic and adopting the PhD student's scientific work plan;
	2. professional guidance of the PhD student, certification of the completion of scientific research work and registering qualification of progress in the Neptun system at the end of the semesters;
	3. Acceptance of the PhD student's training work plan, monitoring its implementation, selection of the compulsory elective course(s) with a total value of 8 study credits that can be determined by the Doctoral Division (DD);
	4. preparing PhD students for scientific communication, presentation of research results in lectures and publications;
	5. together with the PhD student, it decides on the use of the research budget allocated for the PhD student, which is sent by the Doctoral Office to the PhD student's research institution. The commitment and other rules related to the use of the research-fund framework are set out in Chapter III. Annex 3.-4 of these Regulations.
	6. making proposals for part-time PhD training at home or abroad;
	7. assisting the PhD student in the PhD award procedure phase in drafting the PhD thesis and preparing for its public defence;
	8. verification and certification of research and publication participation rates when using a joint scientific work of several PhD students;
	9. certification of the fact that the scientific results published in the PhD thesis and the thesis booklet are based on the PhD candidate's own research work.
4. Based on the opinion of the Review and Quality Control Committe (QCEB) and the approval of the Council of the Doctoral Division, the supervisors are accredited by University Doctoral Council (UDC) on the basis of the evaluation of a: a) curriculum vitae, b) a scientific research topic plan, c) a list of publications and d) a documentable research grant.
5. Conditions for supervisor accreditation:
	1. Academic degree
	2. publication activity certifying the active performance of scientific research work, the minimum condition of which is 4 original publications published in the last 5 years (including at least 2 first, last or “corresponding” authors). The cumulative impact factor (publication score in the case of social sciences) is twice the minimum required to obtain a PhD degree, at least half of which comes from first, last or “correspondence” publications. For supervisor applicants who have obtained their PhD degree within two years, the general condition for supporting accreditation is that their publication activity required to obtain their PhD degree exceeded the minimum requirements by 200% overachievement both in terms of the number of publications and their impact factor (publication score in the case of social sciences);
	3. It has the necessary conditions, research facilities and financial support for scientific research work. The lack of a research grant in one's own name can be compensated by a declaration issued by the head of the educational-research department or by a declaration by the holder of another grant, which contains the stipulation that it provides the necessary financial resources for the research of the supervisor and his/her PhD student.
6. The supervisor of the individually preparing PhD student must also meet the requirements of the PhD supervisor. Following the entrance examination of individually preparing PhD students, the Doctoral Division proposes to the University Doctoral Council (UDC) that the individually preparing PhD students may participate in the PhD degree acquisition procedure with supervision or a consultant, which is decided by the University Doctoral Council (UDC). The supervisor of an individually preparing PhD candidate can be a decisive author (correspondence or last) of at least one of the first author's articles used for the PhD thesis of the PhD candidate.
7. A PhD student may have two supervisors at the same time, provided that this is approved by the University Doctoral Council (UDC) on the recommendation of the Council of the Doctoral Division. On the title page of the PhD dissertation, the name of the supervisor or supervisors must be clearly indicated.
8. The cooperation between the University, the supervisor and the PhD student is determined by a research work plan and a written cooperation agreement, which is approved by the head of the doctoral division and the supervisor's workplace leader. The conclusion of an agreement is a condition for enrolment.
9. In addition to the supervisor, the PhD student's professional development may be continuously supported by other specialist(s). A consultant is a tutor who, in addition to the supervisor, participates in assisting the student's PhD studies for at least half of the total training time. The name of the consultant must also appear on the official documents of the defence and PhD thesis.

1. The University Doctoral Council (UDC) decides on the announcement or termination of research topics or on the change of research topics on the proposal of the Council of the Doctoral Division, after listening to the opinion of the Quality Control and Evaluation Board (QCEB). In the case of a research topic for which there is no active PhD student for four years, the University Doctoral Council (UDC) requests a statement from the supervisor, and if the supervisor does not make a statement on the continuation of the research topic, the research topic will be automatically terminated.
2. In the case of supervisors, continuous efforts should be made to transfer themselves to one of the PhD programs (Doctoral Division). Supervisors may participate in several PhD programs only if there is an actual and significant difference in their branch of science.

### 6. Disciplinary Proceedings

##### § 38 [Disciplinary proceedings]

Part III.5. of the Organisational and Operational Rules and the Code of Ethics of Semmelweis University are applied in ethical and disciplinary matters of PhD students by the Committee of Disciplinary Procedures.

### 7. The Doctoral Student Union

##### § 39 [Doctoral Student Union]

1. The Doctoral Student Union of Semmelweis University (hereinafter: DSU) is the student representative organization that represents all PhD students who have student status with the University, regardless of the form of education and funding in which they study. In order to achieve its goals, it establishes the bodies of the DSU from among its members through democratic elections.
2. The university provides the conditions for the operation of the DSU and the performance of its tasks, the rector of the university exercises legal supervision over the DSU. The DSU performs its tasks in cooperation with other bodies of the university.
3. The Doctoral Student Union (DSU) has internal autonomy. The organizational structure, operating rules, tasks and levels of performance of tasks are set out in the Charter of the DSU, which the DSU itself creates within its own framework – based on these Regulations and the legislation in force – and presents to the University Doctoral Council (UDC). The DSU Charter becomes valid with the approval of the Senate. The approval of the charter may only be refused if it violates the law or contravenes the Organisational and Operational Rules of the higher education institution. The charter and its amendments thereto shall be deemed approved if the Senate has not given its disapproval within the specified period (first Senate session after the expiry of the thirtieth day after their submission).
4. The Doctoral Student Union (DSU) exercises the right of consent pursuant to Section 63 (1) of the National Higher Education Act (NHEA) when amending the provisions of Chapters 1 and 2 of these Regulations.
5. The material and financial conditions necessary for the operation and performance of the tasks falling within the competence of the DSU are provided by the Doctoral Office, the proper use of which is supervised by the President of the University Doctoral Council (UDC).
6. The national representation of PhD students is provided by the National Association of Doctoral Students (DOSZ).

### 8. Special provisions for students who started their PhD training before 1 September 2016

##### § 40 [The PhD training]

1. In the case of PhD students who started their doctoral training before 1 September 2016, the provisions of § 4 of these regulations shall be applied taking into account the following:
	1. The duration of the doctoral program is 6 semesters (36 months).
	2. A minimum of 180 credits must be obtained in PhD training.

##### § 41 [PhD theoretical exam]

1. In the case of PhD students who started their PhD training before 1 September 2016, by way of derogation from Section 5 of these Regulations, the rules set out in paragraphs (2) to (13) shall apply.
2. The PhD theoretical exam is a public oral examination, which is a form of summarising and reviewing the knowledge acquired by the PhD student in his or her broader research field (main subject) and in the field related to his/her research topic (secondary subject) on the other.
3. The preparation for the main subject is primarily based on textbooks and manuals. The main subjects and the most important sources of preparation are adopted by the Council of the Doctoral Division on the proposal of the PhD programs and sent to the Doctoral Office if agreed by the Quality Control and Evaluation Board (QCEB).
4. The secondary subjects are related to the research subfield/topic; therefore the PhD candidate can acquire knowledge in this field mostly from the current national and international summary publications. Therefore, secondary subjects must only be accepted in relation to a particular PhD candidate, not in general. Examination questions may be issued in relation to the main and secondary subjects.
5. The PhD theoretical exam committee consists of at least 3 specialists with academic degrees. Its chairman may be a university professor, professor emeritus/emerita or habilitated associate professor, a college professor who is in an employment relationship, such as in the health service or other employment relationship with Semmelweis University. The proportion of external (not in employment relationship - such as in the health service or other professional relationship - with the University) and internal university members of the committee should be at least 1/3-1/3. The Committee should, as far as possible, be designated with at least two members (including the Chairperson and alternative members) in each group.
6. The composition of the PhD theoretical exam committee is proposed to the University Doctoral Council (UDC) by the Council of the Doctoral Division. If the Council of the Doctoral Division decides on the composition of the exam committee under the powers delegated by the UDC, an opinion is given by the Quality Control and Evaluation Board (QCEB) and is approved by the President of the UDC.
7. Due to conflicts of interest, the chairman or member of the PhD theoretical exam committee may not be a close relative or supervisor of the PhD candidate, the immediate workplace manager or colleague of the PhD candidate or supervisor, or a co-author of the PhD candidate, or a professional from whom an objective assessment cannot be expected. As far as possible, it should be avoided to chose a PhD theoretical exam committee member who is a teacher of the PhD training program concerned.
8. In the case of PhD students who have completed the PhD training with an *absolutorium* (certificate of completion), the PhD theoretical exam must be taken no later than two years, and in the case of individually preparing PhD students, no later than one year after applying for the PhD award procedure, but in any case before the public defence of the PhD thesis.
9. The participants of the PhD theoretical exam, the questions and the results shall be recorded in minutes, which shall be forwarded to the Doctoral Office by the chairman of the exam committee.
10. The PhD student must become familiar with the subjects of the exam – at the same time as assigning the specialised field of science/academic discipline – at the latest when registering for the fourth semester. The PhD theoretical exam subjects and the specialist material related to preparation shall be communicated to the PhD candidates in writing by the indicated dates, by taking into account the proposal of the supervisor and/or the PhD program leader.
11. The head of the competent Doctoral Division is responsible for organizing and conducting the PhD theoretical exam. The date and place of the exam must be communicated to the PhD candidate and the Doctoral Office at least 30 days in advance.
12. The PhD theoretical exam is graded on a five-grade scale (1-5). The marks obtained on the examination are simple arithmetic averages of the marks given by the members of the exam committee. The PhD theoretical exam shall be successful if it is not assessed as unsatisfactory by any member of the committee. The results of the exam shall be announced immediately after the examination. The limitation (validity) period for the PhD theoretical exam result is 5 years.
13. An unsuccessful PhD theoretical exam may be repeated twice within six months. If the PhD candidate so requests, the members of the PhD theoretical exam committee may be changed. In case of three failures within half a year, the PhD degree acquisition procedure is closed. An unsuccessful PhD theoretical exam does not prolong the PhD degree acquisition procedure.

##### § 42 [The PhD Degree Acquisition Procedure]

1. In the case of PhD students who started their PhD training before 1 September 2016, the rules set out in Sections 42 to 44 must be applied.
2. It is possible to obtain a PhD degree by participating in organized PhD training at the University, with individual preparation, as well as without PhD training (untrained students). Applications for PhD award procedure are approved by the University Doctoral Council (UDC). In this case, a PhD candidate relationship is established, by accepting an application for a PhD award procedure.

##### § 43 [Application for the PhD award procedure]

1. Obtaining a PhD degree is an act separate from PhD training. You must apply separately for the PhD award procedure with simultaneous payment of the processing fee. However, if a PhD student with a Hungarian state scholarship fulfils the conditions of the PhD award procedure within the scholarship period is exempt from paying the procedure fee. A PhD student participating in an organised PhD training is able to acquire an *absolutorium* (certificate of completion) after fulfilling all the conditions of PhD training (obtaining educational credits, completing scientific work and obtaining the required research credits) and then becomes eligible for applying for the PhD award procedure.
2. PhD candidates applying for the PhD award procedure shall declare in writing that they meet the following conditions when submitting their PhD thesis (on a document specified in the repository of forms):
	1. does not have a PhD award procedure pending in the same academic discipline,
	2. his/her application for the PhD award procedure was not rejected within two years or his/her PhD defence was not unsuccessful within two years,
	3. he/she is not the subject of proceedings for the revocation of a PhD degree or has not been subject to the revocation of a previously legally awarded PhD degree within 5 years,
	4. The PhD thesis is an independent work of the PhD candidate, and literary references are clear and complete.
3. The procedural application for obtaining a PhD degree must be submitted in writing (on a document specified in the repository of forms) at the Doctoral Office with the recommendation of the Council of the Doctoral Division. The condition for accepting applications for a PhD degree is obtaining an *absolutorium* (certificate of completion) and proof of the required foreign language skills. After proof of payment of the PhD degree award procedure fee and by the by acceptance of the application the aspirant becomes a PhD candidate.
4. The application for a PhD degree award procedure must be submitted within 1 year of completion of the PhD training. No deferral shall be granted.
5. In the case of Hungarian state scholarship PhD students, the PhD candidate status may exceptionally be established within the PhD training period, provided that the PhD student has fulfilled all the PhD training conditions and the University Doctoral Council (UDC) has authorised the initiation of the PhD degree acquisition procedure. In this case (so-called "dual relationship"), the PhD degree acquisition procedure fee does not have to be paid.
6. Similarly to undergraduate training, in PhD training as well, the semester is considered as the unit of study time within which the requirements (study and research credits) must be met. The completion of study and research obligations will be credited twice a year, upon completion of the two semesters. Therefore, during the semester we do not evaluate student performance and we do not establish PhD candidate status. Those who wish to complete the next semester not only as a PhD student, but also as a PhD candidate are obliged to declare their intention within the first two weeks of the enrolment (registration) period (by 15 September or 15 February). The PhD candidate status may be established after the application for the PhD degree award procedure has been accepted by the University Doctoral Council (UDC).
7. During the "dual" legal relationship, the PhD student has no academic obligation, but enjoys the benefits of student rights (scholarship, student card, dormitory accommodation, etc.). The condition for maintaining the PhD student status is registration. This means that the scholarship can only be paid to those who fulfil this administrative obligation.
8. The waiver of the PhD degree award procedural fee may be requested and granted if the dual legal relationship is effectively maintained until the end of the 36-month scholarship period, but at least for a further semester after the start of the PhD degree acquisition procedure. As the training cycle is not shorter than 24 months, this means that the dual legal relationship established in the fourth semester must exist at least until the end of the 30th scholarship month (until the end of the 5th semester), and the dual legal relationship established in the fifth semester must last until the end of the 36th scholarship month.
9. The PhD candidate status is established by the application and with the acceptance of the PhD degree award procedure. In the case of PhD candidates, the PhD thesis must be submitted at the same time as the application to initiate the PhD degree award procedure, but no later than two years after the decision of initiating the procedure.
10. The application for a PhD award procedure may be rejected by the University Doctoral Council (UDC) and the applicant may be asked to remedy the deficiencies by setting a deadline of up to 6 months. An application may be lodged within 15 days against a negative decision on grounds of failure to comply with the deadline set for remedying the deficiencies. A higher education institution may not reject an application if the aspirant has successfully completed his/her PhD training at the given higher education institution**.**
11. Within 15 days of submitting the application for a PhD award procedure, the PhD candidate may apply to the University Doctoral Council (UDC) for termination of the procedure, which does not entail the consequences of the unsuccessful procedure, and may request the reimbursement of the processing fee, but only if the UDC has not taken a decision on the application in the meantime.
12. In the event of an unsuccessful PhD degree award procedure – two negative evaluations or an unsuccessful PhD thesis defence – the new procedure may be initiated no earlier than once in the same research subject after two years.
13. The University Doctoral Council (UDC) decides on the adopting the results of examinations taken in university specialized further training on the proposal of the Doctoral Division and the Educational and Credit Committee (ECB).
14. Minutes of each stage of the PhD award procedure must be kept on the form or other document specified in the registry of forms.
15. The maximum duration of the PhD award procedure – from the acceptance of the application for the procedure until the submission of the PhD thesis for evaluation – is 2 years for PhD candidates with an *absolutorium* (certificate of completion).
16. It is not possible to suspend the status of PhD candidate.

##### § 44 [Conditions for the PhD award procedure and qualifications of PhD degrees]

1. In the case of PhD students who started their doctoral training before 1 September 2016, an additional condition for obtaining a PhD degree is the successful completion of the PhD theoretical exam.
2. The qualification of the PhD degree shall be determined from the simple arithmetic average of the marks obtained in the PhD theoretical exam and the marks acquired at the PhD thesis defence.
3. Qualification of the PhD degree can be:

"Rite" (2,51-3,50)

"laude" (3,51-4,50)

"summa laude"(4,51- ).

### 9. Transitional provisions

##### § 45 [Transitional provisions]

1. The Decision (V.25) made by the Senate 48/2023. (V.25.) concerning PhD study obligations and the conditions for PhD degree award procedures adopted by the Doctoral Regulations effective from 3 June 2023 shall apply for the first time in the autumn semester of the 2023/24 academic year. The Regulation shall also apply to PhD training in progress, as well.
2. In contracts concluded by the University with PhD students prior to the entry into force of these regulations within the framework of PhD training, and Semmelweis University was a party to any existing doctoral school prior to the entry into force of these regulations, the rights and obligations arising from the contract shall remain unchanged, and, provided henceforth the name of any doctoral school shall mean the Doctoral School of Semmelweis University.
3. Rules for the formal requirements of the PhD thesis specified in Annex III.3.-1a of the Regulations referred to in paragraph (1) are mandatory for PhD students who have not yet registered for the complex exam by June 3, 2022. If by 3 June 2022 the PhD student who has already registered for the complex exam makes a statement or it is more favourable for the student, then the PhD student shall comply with Part III.3.-1a of the regulations referred to in paragraph (1).
1. It was established by 2/a. Annex of the 124/2023. (XII..18..) Senate Resolution at Semmelweis University.

Effective: from 18.12.2023 [↑](#footnote-ref-2)